**SAMPLE Event Plan**

**Event Name:** 5K FUN RUN/WALK  
Event Sponsor: California Association of Running Clubs  
Event Coordinator: Jane Doe  
Saturday November 6th 2009  
8:00 A.M. - 12:00 P.M.  
Location: Macdonald Trail, Redwood Regional Park and Anthony Chabot Regional Park

**Event Timeline:**  
8:00 A.M. -9:00 A.M.-Volunteer Water Stations Set Up/Participant check-in  
9:00 A.M. -Run/Walk Begins  
11:00 P.M. -Run/Walk Ends  
11:00 P.M.-12:00 P.M. – Refreshments served/Volunteer Water Stations Break Down  
12:00 P.M –Event Finished

**Event Sponsor:**  
California Association of Running Clubs is a non-profit organization who strives to bring the running community together. Our members are provided with the most up to date information about what is happening in the world of running. We would like to sponsor this event to reach out to smaller running clubs or individual runners in the East Bay in order to interest them in becoming a part or our organization. The event is open to the public, even if they are not part of a running club. We encourage everyone to join us, even if they do not want to run and would rather walk.

**Event Description:**  
The run will begin at 9:00 A.M. Participants must be registered by this point. We are expecting to have around 100 participants. We will have sent registration applications out prior to the event, to smaller running clubs in the area. Registration fees are $20. The fees are to help cover park permit fees, park participant fees, parking fees, and refreshments. If a participant has registered early they will have a parking pass distributed by us and the East Bay Regional Parks will be reimbursed by the end of the event. If a participant has not registered early they will not have a parking pass and will have to pay for parking on their own.

The run/walk will go 2 ½ miles in one direction then turn around and take the same route back. It will begin at the Macdonald Staging area. Participants will run from there to Bort Meadow Staging area and back. We will set up two water stations on the trail. One at Bort Meadow Staging area and one halfway in between Bort Meadow Staging area and Macdonald Staging area. Our water stations will be operated by volunteers. We will be requesting a vehicle access permit to set up the water station that will be between the two staging areas.

**Emergency Action Plan**All participants are required to check-out before departure. We will have a last walker on the trail, will not begin until all participants have began. They will not pass anyone and will ensure that the path is empty when they get back. Each water station will be equipped with a first aid kit and walkie-talkies. For non-emergency situations, participants will be treated with the first aid kit. For emergency situations, we will contact the East Bay Regional Parks dispatch and other appropriate authorities. We will also contact the person listed as the emergency contact on the participants registration form.

Event Organizer: Jane Doe  
Contact Information:   
510-555-5555  
[janedoe@janedoe.com](mailto:janedoe@janedoe.com)  
1515 Martin Luther King Blvd.  
Oakland, CA 94605

**Questions? Contact:**East Bay Regional Park District  
Reservations Department:   
2950 Peralta Oaks Court   
Oakland, CA 94605   
Reservations Supervisor   
Phone: (510) 544-2540  
Fax: (510) 639-4757  
Email: [specialeventpermit@ebparks.org](mailto:specialeventpermit@ebparks.org)