


# Running - Raceday preparation Checklist

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- 1. Order Tags via account manager.** Order your tags via your account manager. When using BibTag, please note a 3-week delivery time on BibTag.
  - 2. Create your script.** We recommend creating a script for Raceday, with all details of your event described. For example, number of athletes, estimated duration of the race per category, contacts etc.
  - 3. Create an Equipment checklist.** Create a checklist where you check-off all equipment that's needed. Once completed, nothing will be missing on Raceday.
  - 4. Update Equipment.** Update your equipment, like decoders and hand readers, well before Race Day.
  - 5. Athletes' info.** Make an overview of all athletes' necessary info. This is crucial for creating the starting waves.
  - 6. Create files in the timing software.** Create files in the software for timing your Running Event.
  - 7. Check with local authorities.** Sometimes, extra preparation is needed to meet an event's specific needs. For example a road closure, special weather conditions that need to be respected or capacity of fans. etc. Take care so that before the event, everything is arranged with the local authorities.

**All boxes checked off? You're ready for Race Day!**