Hosting an Open Water Event

Nine Months Out: Setting the Ground Work
- Finding a Location
- Who is Responsible for Site?
- Requesting Permission
- Selecting a Date
- Paperwork

Six Months Out: Making Plans
- Sanction for USMS (consider USAS)
- Certificate of Liability (Insurance)
- Application for Use
- Area Needed
- Deposit
- How Many People in Attendance?
- Submit Safety Plan

Four Months Out: Marketing
- Beat your Competition
- Mail out to Previous Year's Attendees
- Local Swim Programs
- Swim and Tri Stores
- Bike and Run Shops
- Local area Newsletter
- Post Signs at Site
- Advertise in Triathlons held Prior to Event

Six Weeks Out: Placing Orders
- Shirts: Design Work / Select Shirt Style
- GPS Navigation System
- Port-a-Potties
- Swim Caps: Safety / Keepsake / Indentifies Groupings / Post Race Advertising
- Race Buoys: Rent / Borrow / Purchase (Remember Pump)
- Safety Support: Kayak / Boat / Lifeguards / Medical Personnel / Rescue Tubes / Noodles

Two Weeks Out – Pre-Race Walk Thru
- All Orders Received: Donations / Purchase
- Awards: Determine Age Groups / Be Creative
- Sound System / Music / Food / Drinks
- Tables
- Visualize Set-up Area / Starting Area / Finish Line / Parking
- Mark the Course – GPS: Practice Run
- Weights for Buoys / Lines and Connections

One Week Out: Final Preparations
- Order Shirts: Amount / Sizes / Pad the Order for onsite purchases
- Check Water Level / Check Water Clarity / Remove "Debris" where Swimmers will be
- Reconfirm Volunteers / Jobs / Time Slots

Two Days Out – Registration Needs
- Clip Boards / Pens, Black Markers, Calculator, Tape, Scissors
- One Day Registration Forms / On Site Entry Forms / Waivers
- Course Description
- Lap Top / Printer
- Camera / Video

Two Hours Ahead – Arrival at Site
- Directional Signs
- Inflate Buoys
- Boat Arrives: Set the Course / Check for Safety Issues
- Set up Tables – registration, food, awards
- Volunteers: Arrive 1 ½ hours ahead / Provide each with Event Shirt

One Hour Out: Check-n Desk
- Personal Information / Sign Waivers / One Day Registration / On Site Registration Forms
- Payments
- Cap (add number) / Shirt
- Course Explanation
- Body Marking

Zero Hour: Race Time!
- Placement of Volunteers / Kayak / Boat Assignments
- Organizing the Start / Last Minute Instructions
- They're Off!

Post Race: Finish and Results
- Finish Point and Corral
- People Needed for Hand Time Finish
  - One: Write numbers in order of finish
  - Two: Write running times
- Paperwork is listed by Race Number
- Enter times in Lap Top – EXCEL Sort

After the Race: Wrap up
- Thank You's
  - Participants – retention…..Paid Support - appreciation
  - Sponsor – financial support….Volunteers – able to run event
- Financial responsibilities