

**National Fun Run for Education:  
"Every Runner a Finisher, Every Finisher a Winner"  
June 19, 2011**

**Suggested Guidelines for 1km to 2km walk/run**

**PRE EVENT PREPARATION**

- Determine and secure a venue to be used as an Assembly Area and Activity Area
  - Open Lot with adequate space:
    - 4 persons per square meter (e.g. For 1,000 people, at least 250 square meters needed)
  
- Determine and Secure Route
  - roads need to be in good paved condition
  - free of potholes as much as possible
  - 2 to 4 lanes wide (6 meters to 12 meters wide)
  - very few vehicular traffic and smog during EVENT DATE
  - sample route: from City Hall Plaza to Local Public School
  
- Acquire necessary permits from Local Government Units
  
- Assemble/Form and Coordinate the following multi-sectoral teams
  1. **Route Marshals Team** are present to direct runners/participants in the right direction and communicate to Head Organizers for updates, emergencies, etc.
    - a. 1 route marshal for every 100 meters
    - b. 1 route marshal for every corner/intersection
  
  2. **Traffic Marshals Team** are positioned at every intersection to control motorized and non-motorized vehicles from colliding with participants/walkers
    - a. at least 2 traffic marshals need to be designated at every intersection of the route
  
  3. **Security/Peace and Order Team (Local PNP)** – to monitor and ensure safety of the event from criminal elements (thieves, looters, riots, terrorism, etc)
    - a. needs to be at least 500 meters apart along the route
    - b. Areas to be secured: Starting Line/Assembly Area, Finish Line/Activity Area, Awarding Area, Route
  
  4. **Clean Up Team**- is in charge making the area orderly and clean of trash after the last runner
  
  5. **Medical Team** – will be responsible for monitoring and responding to medical emergencies during the event
    - a. at least 1 team along the Route
    - b. at least 1 team at the Finish/Activity Area

- c. at least one Ambulance Unit on Stand-by mode

**OTHERS**

- a. production of giveaways for participants (t-shirts/pens/pins/wrist bands, etc.)
- b. uniform for Event Team (Planning Team, Route Marshals)
- c. maps of route
- d. media invitations (picture taking, documentation)

**Checklist for START LINE/ASSEMBLY AREA - please ensure the following materials are prepared 1 day before the event**

- a. area for stage, sound system, lighting system
- b. electrical supply
- c. holding area for participants
- d. event host, guest speakers
- e. sample program: National Anthem, Prayer, Welcome Remarks, Instructions
- f. communication for organizers (radios/cellphones)
- g. toilet facility (1 for every 100 pax)
- h. trash bins
- i. picture taking, documentation

**FINISH LINE/ACTIVITY AREA - please ensure the following materials are prepared 1 day before the event**

-Water Station

- 1. Adequate potable water for ALL participants and guests
- 2. tents
- 3. tables
- 4. cups
- 5. trash bags

-welcoming activity (marching band, cheering, etc.)

-area for crowd: gymnasium, covered courts

-stage

-sound system and electrical supply

-program of events

- lively music
- script/speech
- host and guest speakers

-medic/1st Aid Station Area

-picture taking, documentation

-trash bins

**OPTIONAL:**

- tents, tables, chairs for Organizing Team/VIPs and/or Participants
- snacks for Organizing Team, Marshals, Traffic and Security Personnel, VIPs