

Road Race Checklist for Race Organizers

- Neighbors, churches, park users, and local merchants notified of the race and associated road closings no later than 14 days prior to the event.
 - Notification methods must include the following:
 - Mailed notifications in accordance with the postcard notification bulletin
 - Signs
 - Signs on greenways
- Signs removed from greenway and other notification areas at conclusion of event
- Race course and surrounding areas cleaned at conclusion of event
 - Including:
 - All trash removed or placed in containers with arranged SWS pickup
 - Human waste washed and disinfected
 - All landscaping returned to original condition
- Recommended number of off-duty police officers or trained volunteers onsite
- Recommended number of barricades in place
- Recommended number of cones in place
- Fully completed application submitted at least 90 days prior to the event
 - Including the follow subsections when appropriate:
 - Map of race course with all points labeled (all applications, .kml file preferred)
 - Clean-up plan (all applications)
 - Emergency Action Plan (all applications)
 - Insurance information (all applications)
 - Hold harmless/limited liability waivers (greenways only)
 - Alcohol (when applicable)
 - Food (when applicable)
 - Tents (when applicable)
 - Amplified music (when applicable)
 - Electricity (when applicable)
- Off-duty Raleigh Police: The payment checks for the officers will be required to be delivered to the Police Supervisor by noon on the last business day prior to the event.
- Parks and Recreation bills paid within 15 days of receipt of bill from P&R Department
- DRA application fee paid (if applicable)
- Race day director available via cell phone or in person
- All volunteers and equipment must be in place at least one hour prior to the start of the event.