|  |  |
| --- | --- |
| Event Name |  |
| Contact Name |  |
| Contact Email |  |
| Contact Phone |  |
| Bank Details (IBAN Number for online registration transfer) |  |
|  |  |
| RACE DAY CONTACTS: | NAME: |
| Race Director: |  |
| Head of Registration: |  |
| Assistant Race Director: |  |

**About Your Event:**

|  |  |
| --- | --- |
| Race Distance (KM) |  |
| Event Date: |  |
| Event Start Time: |  |
| Registration Start Time: |  |
| **Race Entry Fees:** |  |
| Race 1: Adult, Student, Family, Other |  |
| Race 2: Adult, Student, Family, Other |  |
| Race 3: Adult, Student, Family, Other |  |

**Event Logistics:**

|  |  |
| --- | --- |
| Where Is Event Starting (local landmark): |  |
| Where is Registration Raking Place: |  |
| How has the route been measured (Garmin, AAI measurer, other) : |  |
| Does the event start / finish in same place |  |
| *(if no – how far away is start from finish)* |  |
| Have you identified where marshals are required on the route: |  |
| Have you signage arranged to mark route: |  |
| Are water stations required along the route: |  |
| Have you water at the finish line: |  |
| Have you on site first aid: |  |
| Have you car parking: |  |
| Do you need assistance with Registration: |  |
| Is there a power source within 100m of finish line: |  |
| **Prizes: (to allow us answer email queries)** |  |
| Brief summary of prize structure: |  |
| Are prizes cash / other: |  |
| Are there age categories, if so, what are they: |  |
| What time is the prizegiving: |  |
|  |  |

**Online Set Up:**

|  |  |
| --- | --- |
| Are there ages categories / team events? |  |
| If so, please include details here: |  |
| Please include brief event description for website (who event is for, background info, details of post-race refreshments etc.) |  |
| Do you require an early bird registration rate: |  |
| Would you like use of promotional codes / discount codes – if so, please outline details: |  |
| Do you require the 6.9% online fee to be ADDED to the race entry (eg - €10 + online fees means participant pays €10.69 and you receive €10 per entry) YES/NO |  |
| Do you require the “select Tshirt size” question on your online registration question bank |  |
| Do you want an additional option to pay for extras during the process: (example, add charity donation to the registration at the checkout) We can add buttons €10, €20, €50 for example which is then added to the registration charge at the end. |  |
| Do you have a refund policy for online registrations? YES / NO (if unsure, please ask Pop Up Races for guidance) |  |

**Optional Extras:**

|  |  |
| --- | --- |
| Do you require a quote for Race Medals |  |
| Do you require a quote for T-shirts: |  |
| Do you require a quote for AAI measurement of your route: |  |

**Other Info:**

|  |  |
| --- | --- |
| Where did you hear about Pop Up Races: |  |
| Is there anything you feel we could offer to make organising your event easier: |  |
| Any other comments: |  |