Race Director Role
Trailblazer Race

1. Liaison with other organizations:
   a. City of Mountain View (permit, course impact, liability waivers, race day setup)
   b. Company/organization hosting the festival area (coordination with events team)
   c. Sponsor relations (logos, exhibitor booths, banners)
   d. Registration portal (It’s Your Race, OYME)
   e. REACT radio comms (Day of race)

2. Course setup

3. Oversight and coordination with teams (includes ensuring that each of the following has been assigned to a responsible person)
   a. Comms & Promotion (Registrations, Posters, PR)
   b. Zone Captains (mile markers, flaggers, water stations)
   c. Food & Drinks Captain
   d. Water Stations (zone captains, food & drinks captain)
   e. Signs, Banners and Posters at race venue
   f. Volunteer coordinator (follow up on volunteer sign ups received, assign roles to them)
   g. Race Registration (Day of race)
   h. Volunteer Registration (Day of race)
   i. Transportation (Volunteers to their stations, other stuff)
   j. Properties required (Day of race)
   k. Kids activities - face painting, 1-mile run
   l. Emcee, announcements, awards
      i. Names of sponsors
      ii. Schedule - when to announce what/ script for announcer
   m. Parking and traffic

4. Rental Supplies

5. T-shirts - timely, size-wise ordering

6. Bibs - timely, event-wise ordering

7. Packet pick up (bib, T-shirt)

For more information or to volunteer for this important role, please contact Rajiv Mathur