So you're planning a .....

Run or Marathon

Ask yourself these basic questions at the beginning of your planning process and before completing the Community Event Application. Determining answers early on will help you organize and execute an effective event, regardless of whether you have 10, 100 or 10,000 runners.

1. **How many runners are participating?**

2. **What is your route (a site map is a requirement of the Community Event Application)?**
   Will it go through City Parks?
   What streets will need to be closed to traffic?

3. **Have you enlisted the help of volunteers for such things as setting up barricades?**

4. **Have you contacted the Wichita Police Department to create a security plan that incorporates the use of off-duty certified law enforcement officers?**

5. **Will water, refreshments and food be available to the runners and/or the public? If so, how will they be provided?**
   The location of refreshment tables needs to be noted on your site plan.
   All vendors selling food will need food handler's licenses and Transient Merchant Licenses from the City (to be listed and approved).

6. **Which member of your group will be responsible for setting up and taking down street barricades?**
   The number of barricades you will need depends on the length of your route as well as street closures/impacted intersections.

7. **Where will trash containers and portable restrooms be located along the route?**
   Trash containers should be placed at the beginning and end of the route, and at several points along the way. Typically one portable restroom is necessary for every 50 people and one trash container per 10 people. This information needs to be included on your site map.

The Division of Arts & Cultural Services is available to assist you and answer any other questions you have regarding planning your event. Call 316-303-8630 or e-mail Csclark@wichita.gov for more helpful tips.