



2010 Race Services Request Form

Name of Race _____	Race Date/Day _____ / _____
Organization _____	Race Location _____
Billing Address _____	Race Distance(s) _____
_____	Starting Time(s) _____
Billing Phone _____	Estimated # of Runners _____
Race Chairperson _____	Address _____
Home Phone _____	_____
Work Phone _____	E-Mail _____

Indicate Services Requested

	<u>Requested</u>	<u>Payment</u>
<u>Provided by Summit Athletic Running Club</u>		
Finish Line Timing _____	\$400.00	_____
Discount if payment received prior to 2 months of event	(\$100.00)	_____
Complete Computerized Results _____	150.00	_____
Extra Finish Line Chute _____	100.00	_____
Newsletter Mailing (400 people) _____	100.00	_____
Online Mailing (1500 people) _____	150.00	_____
Combined mailing (snail and email) _____	200.00	_____
<u>Rental Items</u> (minimum Rental is \$150.00)		
Race Clock _____	200.00	_____
Discount if payment received prior to 2 months of event	(\$50.00)	_____
Race Timers _____	@ 30.00 each	_____
Finish Line Chutes _____	@ 50.00 each	_____

Total Amount of Payment Submitted _____

(Requests without payment will not be processed)

(Make check payable to Summit Athletic Running Club) (Additional charges may apply)

Please See Reverse Side

Due to the difficulty of properly staffing last minute requests and the scheduling of multiple races on the same days, **only requests with payment will be considered.**

You will receive confirmation indicating whether or not your requested date can be met.

I agree to abide by the conditions set forth in the letter attached to this form and also verify that the information contained in this form is accurate.

Signed _____ Date _____

Please return this completed request form, with payment, no later than May 1, 2010 to:

Summit Athletic Running Club
Race Services Director
PO Box 1015
Cuyahoga Falls, OH 44223

In order for Summit Athletic Running Club to provide your race with the best possible service, please provide the following information.

1. A copy of your race entry form.
2. Include a map of the race if available, or provide a sketch of the race indicating the location of the start and finish lines.
3. Indicate whether you will be using pull tags (tearing off the bottom, perforated section of a race bib), or index cards.
4. If SARC is providing Computerized Results, please list all "Winners Categories" to be awarded:
 - Overall Winners, Masters Winners, Age Groups Winners, and any special categories you may have.
 - List how deep the awards will go, e.g. 1st place through 3rd place.
5. If SARC is providing Computerized Results:
 - Provide an Excel spreadsheet of all pre-registered runners listing in separate columns: Race Number, First Name, Last Name, Age, and Gender. City and State are optional fields.
 - Spreadsheet should be emailed 3 days prior to race unless previous arrangements have been made.