

# Planning a 5K on campus

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Since PennDOT passed new rules for allowing parades and races on state maintained roads, these steps will need to be taken.

1. Pick a date and time. Registration should be 2 hours before the race time.
  - a. April Fool's 5K should be the weekend closest to April 1<sup>st</sup>.
  - b. If April 1<sup>st</sup> is near the Easter weekend, the race should be on a Saturday. Any other time it should be on Sunday.
2. Pick a route.
  - a. If during the school year;
    - i. If on a Saturday, use the standard Campus 5K route.
    - ii. If on a Sunday, use the "Arts Fest 5K" route.
  - b. If during the summer, either course can be approved.
3. Contact University Relations office to tentatively schedule the race.
  - a. Contact Linda Padisak at [imp4@psu.edu](mailto:imp4@psu.edu) or 865-9571
  - b. Fill out UR Office Application to use university for events. See Attachment A.
4. Contact State College Spikes to use Lubrano Park as registration site.
  - a. Contact is Will West at 272-1711 or [wwest@statecollegespikes.com](mailto:wwest@statecollegespikes.com)
  - b. He will check with Penn State Baseball to avoid any conflicts
5. Apply for Certificate of Liability.
  - a. This can be done through the PSAA office for the CCCPSAA. David Snow ([dcs28@psu.edu](mailto:dcs28@psu.edu)) will e-mail you the certificate. See Attachment B
  - b. The Certificate has to have all municipalities co-listed.
6. Print out Application for Use of Public Property from [www.statecollegepa.us](http://www.statecollegepa.us)
  - a. Fill out and submit and State College Borough Admission Office. See Attachment C
    - i. They need a copy of:
      1. Course Route
      2. Certificate of Liability
7. Print out Application for Use of Public Property from [www.collegetownship.govoffice.com](http://www.collegetownship.govoffice.com)
  - a. College Township is needed only if the standard route is used. See Attachment D
  - b. Fill out and submit to College Township Zoning Office
    - i. They need a copy of:
      1. Course Route
      2. Certificate of Liability
      3. State College Borough Application
8. Print Special Event Permit for Parades or any Event that includes a road closure. See Attachment E
  - a. Fill out and submit to Ryan Collins at PennDot ([rycollins@pa.gov](mailto:rycollins@pa.gov)).
    - i. They will need a copy of:
      1. Course Route
      2. Certificate of Liability
      3. State College Borough Application
      4. College Township Application

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- b. Penn DOT has an eight week lead time on submitting the permit
9. After receiving permission from PennDOT, the borough and/or the township, fill out Event Request Form from PSU Police Services. See Attachment F
  - a. Send form to Diane Grimm at [dlg13@psu.edu](mailto:dlg13@psu.edu), or fax 867-1532
  - b. Request Police Services to direct traffic
10. Contact Nittany Valley Running Club at [www.nvrn.com](http://www.nvrn.com).
  - a. Ask for them to time the race.
    - i. Coordinate for chip time
  - b. Fill out race form on website to be listed on their race calendar.
11. Develop a race application, flyer and shirt logo.
  - a. Marti Duffy has done this the first three years and has a file that she can edit
  - b. Send race application to Marty Mazur to post on NVRC website ([mxm14@psu.edu](mailto:mxm14@psu.edu))
  - c. Set up a race registration on Active.com. This can be done by contacting Todd Baney at [baney1969@comcast.net](mailto:baney1969@comcast.net) or 308-2212. He has an Active account and has done this each year.
12. Contact businesses to be sponsors or race day donors.
  - a. Contribution levels are \$250, \$500 and \$1000.
    - i. Note: We have only received \$250 sponsorships from each contributor.
  - b. See list of previous sponsors and contacts. See Attachment G
  - c. Contact Sheetz online at [www.sheetz.com](http://www.sheetz.com)
  - d. Contact Eat-n-Park online at [www.eatnpark.com](http://www.eatnpark.com)
13. Coordinate for volunteers for race day and good bag stuffing.
  - a. Race day will need registration table help.
  - b. Water point help at half way point of race
  - c. Assistant for timer
14. Coordinate for Race Day winner certificates and prizes.
  - a. In the first three Race's Marti Duffy has provided the certificates.
15. Get a quote for shirts from Collegiate Pride. They need two week lead time.
  - a. Contact Susan Campbell at [sue@collegiateprideinc.com](mailto:sue@collegiateprideinc.com).
16. Coordinate to stuff goody bags
17. Bring everything to registration on race day.