

PGRC Timing and Finish Line Services

Requirements from Race Director:

1. Ensure that Bibs are in sequential order.
2. Online registration must close at midnight, 3 days prior to race day (e.g. Wednesday at midnight if the race takes place on Saturday)
3. A list of pre-registered runners must be sent to PGRC by noon 2 days prior to race day (e.g. Thursday by 12PM if race is on Saturday)
4. The list of runners must be emailed to PGRC in a .CSV file format. CSV file should contain at minimum, the following runner information per column: First Name, Last Name, Age or DOB, Gender.
5. Inform PGRC of any award categories that will be given out on race day by noon at least 3 days before race day (e.g. Wednesday by 12PM if race is on Saturday)
6. Send PGRC the race registration information for publication on the PGRC website.
7. Send PGRC the race course with marked start/finish line, information on where the race is taking place and contact information for person to contact on or before race day.
8. Provide one table & 2 Chairs
9. Send PGRC a list of all timing requirements from the list below one full week prior to race day.
10. Invoice will be given on race day and payment of a personal check must be made out to PGRC on race day and given to the timers.
11. A contract of service will be emailed and need to be signed and sent back before a date can be secured for the race.

Digital clock rental only..... \$100

Chip timing service package..... \$750

*****Max number of runners is 450*****

Plus \$1.00 per registered runner/walker

Includes:

IPICO transponder and mat system

Rent of reusable chips

Finish line digital clock

Back up manual timer machine

Finish line chute

Same day computerized awards/results calculation and reporting

Timing staff and partial finish line staff

Results published on PGRC.org

Results emailed to race director for publishing on event website

(Sponsoring organization provides additional finish line volunteers where required)

Other products available from PGRC:

1) Finish Line Chute - \$10

2) PGRC Water Jugs - \$5 per jug

3) Bull horn - \$5

4) Cones - \$1 per cone

Seabrook Self Storage at 9515 Annapolis Rd. next to St. Mathias Catholic Church, unit 7004.