



AREEP SERVICES

Below is a framework indicating the typical components of an event and what ARE Event Productions can offer.

<p><u>Consultative Services</u></p> <ul style="list-style-type: none"> - Assistance in ordering/pricing <ul style="list-style-type: none"> Giveaways Awards Race Numbers (bibs) - Designing the course map <ul style="list-style-type: none"> Large copies for day-of viewing - Prompt consultation/answers to your questions 	<p><u>Event Preparation</u></p> <ul style="list-style-type: none"> - Receiving and processing pre-registered runners applications - Event Website - Online registration - Meeting with police to outline event day
<p>What is expected from you:</p> <ul style="list-style-type: none"> - Necessary Permits - Insurance naming ARE Event Productions as Additionally Insured (Certificate of Liability Ins.) - Arranging medical support/ambulance - Printing of race applications <ul style="list-style-type: none"> Distribution at local businesses Provide AREEP with fliers (for races) - Arranging/purchasing refreshments <ul style="list-style-type: none"> General food (bagels, fruits, etc) Water for water stop/after - Contact the local media (TV/print) - Requesting volunteers from your organization and supplying us with a list by <i>DATE</i> <ul style="list-style-type: none"> Include name, phone, email - Securing a lead vehicle (typically police) - Photographer (for your own use) - Teardown and clean-up of event site 	<p><u>Event Day Operations</u></p> <ul style="list-style-type: none"> - Providing coordinators for all areas <ul style="list-style-type: none"> Directing volunteers Reg · Finish · Course · Awards · Ref · Clean-up - Marking the course <ul style="list-style-type: none"> Course signage (Mile marks) - Working with the police to ensure adequate traffic control and course security - Handling Day-Of Registration - Starting the event - Finish Line Management/Equipment - Timing the race <ul style="list-style-type: none"> Chip timing Split mats - Providing results (overall/age groups) - Music/DJ services at finish <ul style="list-style-type: none"> Entertainment/PA - Orchestrate the awards ceremony - Videography/Photography
<p><u>Post Event</u></p> <ul style="list-style-type: none"> - Results put online at www.AREEP.com within hours of the event (at the event when Internet access is available) <ul style="list-style-type: none"> Fully searchable based upon custom user queries Graphical Results display showing a runner who finished near them (color coded by gender/age group) - Finisher Certificates in PDF form <ul style="list-style-type: none"> Runners can download their certificate, print at their own convenience Event can provide these without any printing or postage charges Automated emailing of individualized certificates to all finishers 	