



**PLANNING | TIMING | PROMOTION**  
mapping | logistics | marketing

Thank you for considering TCR Event Management to partner with for your event. In order for us to provide you with the most accurate quote, we offer the following "PRE-CONTRACT" form to look at. Once we have discussed, and agreed upon, equipment and services, we can present you with a formalized contract for your approval.

At the end of this form is a checklist of responsibilities that the client (YOU) wishes to provide, or wishes TCR Event Management to provide. By completing this checklist, we are able to build the best possible quote for you.

To secure the date in question, TCR Event Management requires a 25% non-refundable deposit. This cost will be calculated on services requested. Many times, for first year events that require TIMING ONLY, this fee will be \$125 (based on 25% of the \$500 minimum). Once we have an idea of the equipment you require, this base cost may increase.

Our #1 package is our TIMING- BASIC RACE PACKAGE, which covers your basic equipment for timing up to a 125 person registration race. The list of this package is below, as well as additional equipment that we are able to provide.

### **Equipment for Timing - Basic Race Package.**

Minimum cost of \$500, for up to 125 registered participants. All additional registrants' cost \$4 each. This package is for TIMING SERVICES ONLY. Any additional services may be requested and agreed on by both TCR Event Management and the Client.

#### **Timing**

TCR Event Management uses MyLaps BibTag timing systems, the very systems used for events such as the Boston Marathon. Each timing system comprises of 4 meters (approximately 13 feet) of reader area to register runners as they cross. One (1) timing mat, 4 meters wide, is included in the Basic Race Package.

### **Bibs**

TCR Event Management will order custom bibs, at no additional cost, and adhere timing chips to the back of these bibs. These bibs will be brought to race site on the morning of the race. **IF A PACKET PICKUP IS SCHEDULED BEFORE RACE DAY, WE MUST KNOW THIS TO BE ABLE TO ENSURE PROPER DELIVERY OF THE BIBS/CHIPS PRIOR TO RACE DAY.**

### **Results**

Results will be available within 10 minutes of being requested by the Client on race morning. An electronic version of the results will also be e-mailed to the client within 24 hours of the conclusion of the race. These results will be classified as PRELIMINARY until all athletes have the opportunity to review the results and remark. If immediate results are required for the athletes, receipt printers may be added at the finish line for a printable copy of the preliminary results for the athletes (see below for pricing).

### **Arches**

One (1) arch is included in the Basic Race Package price. This arch is a branded arch for TCR Event Management and we have a 15 foot wide and a 20 foot wide. Additional, unbranded arches, may be available for use at additional locations, should they be requested.

### **Timing Clocks**

TCR Event Management uses LED, single-sided timing clocks at all events. One (1) timing clock is included in the Basic Race Package price. Additional clocks may be added for an additional fee (see below for pricing).

### **PA System**

One (1) basic speaker and PA system is included in the Basic Race Package Price. Additional units are available for an additional fee. Please keep in mind that there are music license issues with music at events. TCR Event Management can assist you in obtaining the appropriate licensing fee and is not responsible for music played at the finish line.

Additional Services are available. Please choose what you would like for TCR Event Management to be responsible for and we can develop pricing for you. Typically a \$40 per hour fee will be applied toward any of the below. Clients may request a WEEKLY breakdown of hours spent on an event to keep track of spending.

All events outside of a 50 mile radius of Easton, Maryland MAY have a lodging fee and/or mileage added.

**Additional Equipment Available**

Items	Price	Quantity	Total
Timing Services for up to 125 (see Basic Race Package Details Above)	\$ 500.00		\$ -
Additional Timing Location	\$ 400.00		\$ -
Additional Timing Clock - Single Side	\$ 50.00		\$ -
Additional Inflatable Arch	\$ 300.00		\$ -
Additional PA system	\$ 50.00		\$ -
10 x 10 Tent (each)	\$ 30.00		\$ -
Folding Table (each)	\$ 10.00		\$ -
Folding Chairs (each)	\$ 2.00		\$ -
Generator (each)	\$ 50.00		\$ -
Cones (each)	\$ 1.50		\$ -
6 Gallon Coolers (each)	\$ 10.00		\$ -
Ice Coolers (each)	\$ 20.00		\$ -
30 Gallon Garbage Cans (with liner)	\$ 5.00		\$ -
Receipt Printer (for runner individual results) (each)	\$ 75.00		\$ -
Course Certification (per kilometer)	\$ 100.00		\$ -
Course Marking (per hour)	\$ 40.00		\$ -
Triathlon Style Bike Rack (per 10 foot rack)	\$ 10.00		\$ -
Crowd Fencing (per 10 foot section)	\$ 7.50		\$ -
Reflective Vest (each, must be returned)	\$ 1.00		\$ -
Orange Flag on dowel (each, must be returned)	\$ 1.00		\$ -
Live Race Tracking (Athletes Must Use Their Own Cellphone)	\$ 100.00		\$ -
Permitting (per hour + permit fee)	\$ 40.00		\$ -

TCR Event Management can also facilitate the ordering of Awards, Medals and T-shirts. The cost of these services is an additional 10% to the cost of the product.

If there are any services that you wish TCR Event Management to become involved in, please feel free to ask. Please note that **COMPLETE RACE PRODUCTION** packages are available as well, and above items are at a discounted rate of 20% off for those events.

2019 Event Pre-Contract

	2019 TCR Event Management/Client Breakdown of Responsibilities	
CLIENT		TCR
	Logo and Graphic Design Development	
	Course Map Created	
	Music	
	Parking Setup and Staffing	
	Photographer	
	Planning Meetings	
	Promotions – Email	
	Promotions – Social Media	
	Promotions – Print and Mail	
	Promotions – TV and Radio	
	Promotions – Other	
	Race Insurance	
	Race Packet Stuffing	
	Racer Communication (Pre and Post Event)	
	Registration - Online	
	Registration – Mail	
	Registration – DAY OF	
	Relations – Sponsors	
	Relations – Event Partners	
	Relations – Law Enforcement	
	Relations – Medical	
	Relations – Site	
	Rental Equipment	
	Sanctioning of Race (if applicable)	
	Setup of Arch	
	Setup of Fencing	
	Setup of Start/Finish	
	Setup of Water Stops	
	Sponsor Recruitment	
	Timing and Scoring	
	Transportation (athletes and athlete equipment)	
	T-Shirts design	
	T-Shirts order	
	Volunteer Recruitment	
	Volunteer Communication	
	Waivers	
	Website Management	