

# KTC Assisted Event Benefits

---

The Knoxville Track & Field Club is a 501(C)(3) organization whose vision is “healthy living, health community – one step at a time.” As a KTC Assisted Event, your organization will reap the benefit of being associated with the KTC name and strong tradition.

As a KTC Assisted Event, you will be responsible for the following:

- All logistics and planning of your event
- Securing permits
- Securing police
- Securing EMS
- Securing insurance
- Designing registration forms
- T-shirts
- Food
- Awards
- Other details in planning the event. KTC is not responsible for planning your event.

As a KTC Assisted Event, your organization will receive the following benefits:

- Initial meeting via phone, email, or in person to discuss event
- Data Entry of pre-registration entries
- Labeled Bibs for pre-registered participants
  - KTC can provide a generic bib or organizers can provide a specific bib
- Race day data entry for registrations
- Instructions for Registration Volunteers (organizers provide all volunteers)
- Finish line equipment including time clock, stand, starter pistol, and chute materials
- Finish Line Manager – organizers must provide 6 to 10 volunteers for the finish line (KTC is NOT responsible for bringing or recruiting volunteers)
- Free basic listing on KTC Event Calendar (website) that includes race date, name, time, and contact information
  - Can upgrade to a link to your registration form for an additional fee
- Results sent to Knoxville News Sentinel
- Results posted on KTC Website
- Event follow-up