

14th Annual Germantown Half Marathon and
27th Annual Mayor's Cup 5K Run '12
AFTER ACTION REPORT

TO: Natalie Ruffin; Recreation Superintendent
FROM: Michelle McDonnell; Special Events, Programs and Marketing Coordinator
DATE: April 16, 2012

Purpose

- The purpose of the event was to provide a safe, fun environment for competitors and spectators.
- All competitors were to safely complete their respective distances.
- The process for this event includes a completed special event application and its review by the Special Event committee. Specific logistics are assigned to the appropriate departments and/or individuals. Then, leading to the event, much of the business is conducted via e-mail or phone.

Executive Summary

- The event (expo and races) were held on Saturday, March 17 and Sunday, March 18. There were 1,868 total finishers (1,450 = half marathon, 418 = 5K)
- Works well/to be sustained:
 - Per Byron Smith felt that having 3 ambulances dedicated just to the race was great! These were secured by race director, Harry Scott. Therefore, there would be no delay by the GFD in responding to the needs of residents, if called upon.
 - Having two Public Services crew members (James Smith and Edwin Davis) assigned to the event, to assist with the garbage, was a much needed benefit this year. Can't do it without them!
- Did not work well/ needs to be changed:
 - Place the orange cones more near the curb, so that participants are more single-file, rather than the white center lane (especially on Kimbrough and Farmington).
 - Leave wireless microphone, used for award ceremony, where GAC staff prefers.
 - Either a member of the GPD or MRTC should drive the course, notifying the last participants that the race is officially closed and ask them to move to the sidewalk.

Lessons Learned

- Inform the GPD of who will be placing the cones on the route. So, that if there is a problem, it can quickly be resolved. Provide their cell phone number.
- Verify before the start of the event, where GAC staff would like the microphone left.
- Be specific on who is responsible for informing participants of the closed course.

Action Items

- Communicate more effectively.
- Before that event, state in writing, who will be responsible for the various tasks.