

**Regulations
of the "One Run"
International Half Marathon**

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1. Organizational part

1.1. Fan Zone Scheme

The fan zone scheme is to be prepared by the Event Representative, taking into account the features and size of the approved location for the organization of the starting point in the region. The scheme is to be marked (to scale):

- **Starting/finishing arch;**
- **Partnership Press Wall;**
- **All activities and marquees to scale** (with the size of the area occupied and the name of the activity/ marquee/zone);
- **Fan Barriers** (the fan barriers are the partition of the fan zone, the starting and finishing zones. The fan barriers are set from the inside of the starting arch in a straight line from it at the rate of 10 meters for every 200 competitors);
- **Electricity connection points** with a specified required power (in Watts).

The technical director of the event or the supply specialist is responsible for providing the main tents for the start area. When designing the Fan Zone scheme, it is necessary to take into account and control the availability of the following positions of the starting point:

- **Storage rooms** - tents with shelves for receiving and storing personal belongings of participants (not less than 50 m²);
- **Changing rooms** - tents with benches and hangers for changing participants. Women's and men's changing rooms must be separated (each tent not less than 25 m²);
- **Health care** - tent (at least 25 m²) is located in the fan zone in such a way that the ambulance has access to the venue;
- **Headquarters** - tent for the organizers of the event (at least 25 m²);
- **Activity tent** - 1 tent (not less than 25 m²) is allocated for the area of temporary tattoos and engraving (if it is found in the region). For this tent are printed 2 stickers: "Engraving" and "Temporary Tattoos". Additionally, 1 tent is installed if needed for taping/massage, if the partners of these services do not have the opportunity to install the tents themselves;

- **Information tent** - facility for informing participants about the location of different areas at the event and issuing starting packages to those who have not completed registration (at least 25 m²);
- **Partnership zones** are installed depending on the agreements with the partners, the commercial department of the central office and the location of the event. Partners must send a visualization of their site and confirm their participation;
- **Organizer's warehouse** - tent not less than 25 m²;
- **Bio-toilets**;
- **Garbage cans.**

1.2. Installation and installation sheet

Installation of the starting point must begin at least 24 hours before the beginning of the event. Permission from the City Administration is required in order to conduct the installation work within the specified time frame. The regional representative and the regional supervisor from the central office are responsible for obtaining permission to carry out the installation work.

For the period of installation, the whole starting point is fenced (Heras type), the installation process is accompanied by guards. These points are provided by technical director of the region.

An installation sheet is drawn up for the installation, specifying the date and time of installation of one or another item, its name, responsible person for the installation, and contact of the responsible person from the contracting organization.

Contractors' work as well as construction and operation of the starting point, arrangement of flags, fan barriers and fences must be supervised during set-up together with the Technical Director of the event and the Commercial Direction Manager. The starting point must be set up according to the approved Fan Zone Scheme.

1.3. Timing of the event

The timing of the event is based on the agreed start times of all distances. Timing is the basis for writing the script. During the event, all organizers must have the timings. The following points must be included in the timings:

- Readiness of the Fan Zone;
- Opening of the Fan Zone;
- Start of host and DJ's work;
- Official opening and speeches by representatives of the event and city administration;
- Warm-ups;
- Mentioning partner texts;
- Time of gathering participants in starting clusters;
- Video playback (if provided in the region);
- Start of the race;
- Awarding;
- Closing of event.
- The timing should be prepared in accordance with the template provided by the Event Department. This document is to be strictly followed during the event and must not be exceeded within the time frame specified therein.
- The timing template can be found in [Appendix 3](#).

1.4. Scenario of the event

The Event Scenario is the document by which the event host conducts the event. The script is written based on the agreed timing of the event. During the event, the script is to be in the possession of the regional representative, regional event representative, presenter, DJ, sound, video and special effects technicians.

The script must consist of the following parts:

- Greeting of participants (at the beginning of the event and before each start);
- Information about the "One Run" project and "Hero League";
- Announcement of activities taking place in the region;
- Listing of activities and navigation through them (mention once an hour);
- Partner texts (mention once an hour);
- Reminder of start times, and gathering of participants in the start corridor;
- Official part with an indication of the officials (+ their regalia) to whom the word is given;
- Warm-ups with names of instructor(s) and their regalia;
- Schedule of starts;
- Award sheet in order of prize-giving;
- Awarding with indication of awarding persons;
- Final part.

The script must be competently written, logically structured, interesting and understandable for the participants of the event.

1.5. Project cost estimate

The technical specifications are provided to the event representative to work on the project, according to which the requests are sent to subcontractors and/or directly to the staff (presenter, DJ, photographers), then a total estimate is made, divided into the following categories:

- Concert program;
- Technical equipment;
- Interactive programs;
- Photo/video;
- Additional expenses.

1.6. Project reporting

Project reporting is divided into three types:

- 1) Interim reporting during the preparation of the event;
- 2) Post-event reporting;
- 3) Documentary reporting (*closing documents with stamp and signature*).

2. Technical part

2.1. Starting/finishing arch, press-wall, stage complex

Starting/finishing arch:

- Starting/finishing arch;
- The size of the area to be built for the arch must be at least 10*3 meters. Height of free erection - up to 6 meters. The arch must not be blocked by wires, treetops or other objects;
- The starting arch shall be installed on a level asphalt/tile surface with a height difference of no more than 50 centimeters;
- Space must be provided for a tent for the technical staff "Control Room" no further than 10 meters from the starting/finishing arch, technical contractor sets up the tent himself;
- Technical corridor must be provided on both sides of the starting/finishing arch;
- The arch shall be installed and inflated according to the instructions;
- Upon completion of the event, dismantling of the arch shall be performed.

2. Press-wall "Partners"

- The press-wall shall be one-sided, with a metal frame;
- The size of the press wall must be at least 4 x 2.5 meters (length x height);
- The size of the press wall must be at least 4 x 2.5 meters (Length x Height);
- The structure must be reinforced based on the size of the wall;
- Ties for fixing the banner through the eyelets must be provided;
- Installation must be carried out in the immediate vicinity of the finish line (behind the finish line, after the medal area);
- The banner for the press wall shall be printed exclusively on blackout.

Stage complex

Placement of the stage complex is provided in the immediate vicinity of the starting/finishing arch, for the performance of the presenter, DJ, exit of officials, warm-up instructors and artists.

The recommended size of the stage complex is no more than 6x4x1 meters (Width x Depth x Height). The banner for the stage complex is initially provided - blackout.

2.2. Sound equipment

List of necessary sound equipment:

- Sound set for the starting and finishing zone of 10 kW (ground stack);
- Radio microphone for presenters and guests of the event - 3 pieces (to provide for all microphones antivacuum covers in case of bad weather);
- A microphone stands for officials - 1 pc;
- Warming-up loop (headset/headset microphone) - 1 pc;
- DJ-equipment set (model by agreement with DJ in the region, but not lower than Pioneer 600, with ability to work with USB).
- Monitor for DJ - 1 pc;
- Monitor for the presenter - 1 pc;
- Sound set for awarding in the area of "Partners" press-wall or on the stage complex (3-5 kW sound + mixer + 1 radio microphone);
- Installation of sound is made on both sides of the starting/finishing arch on special truss structures or on-stage podiums.

3. *Interactive Zones*

3.1. Partnership's activities

Partners must be represented in the fan zone:

- Sports zone (taping, hand massages);
- Entertainment zone (animation program; aqua grim/translation tattoos; rides; photo zones; fan zone);
- Catering area (sports catering; food courts; tea/coffee; healthy food);
- Recreational area (armchairs-bags (poufs)/pullet furniture);
- children's zone (animation with games and props; inflatable trampoline; water makeup);
- Innovation zone (charging station for gadgets, massage chairs);
- EXPO-zone (with the possible placement at the registration);
- Engraving.

The Event Representative is to manage a table listing all the activities and tents in the starting point, including:

- Name of partner;
- Detailed description of the activity;
- Terms of cooperation;
- Size of occupied area;
- Technical requirements from the partner (furniture, electricity);
- Visualization of the site.

3.2. Interactive attributes

1. Temporary tattoos.

Temporary tattoos are produced by an event representative.

This activity requires a 4x4m/5x5m tent with a "Temporary Tattoos" sign on it.

Containing:

- 2 tables;
- Bottles with water (preferably the volume of 0,5 l);
- Cotton disks (to be purchased by event-representative of the region);
- 3 volunteers to work.

Temporary tattoos are placed on any smooth parts of the participants' bodies for free (mostly on the cheek, so that they can be seen on photos and videos). One person - one tattoo. It is FORBIDDEN to hand over tattoos in packs. There are instructions on the back of the tattoo. Each volunteer must serve 3 to 4 people in 1 minute.

2. Pillow palms.

The Pillow Palms are produced by the event representative. Palms are not intended for participants, but for volunteers, fans and photo zones.

The Pillow palms are used:

- On the day of registration to be greeted by volunteers for participants, to create an atmosphere of celebration and as an attribute for photos near the press table;
- On the day of the event by volunteers and fans at the starting point and on the track for navigation and support of the participants;
- On the day of the event by the photographer as an attribute for the photo.

Pillow palms are delivered in a special package and unpacked 1 day before the event to avoid fading.

IMPORTANT: 100% of this paraphernalia should be used at the event. A photo report is to be submitted stating that all foam palms were distributed to volunteers.

3. Inflatable rattle sticks.

Along with all interactive paraphernalia, inflatable branded rattle sticks are delivered to the region for the fans. Volunteers inflate them according to the instructions, which will be attached. The sticks are given out in a set of 2 per person, free of charge, and are also sold in the interactive paraphernalia tent.

Inflatable sticks can also be given out to volunteers on the course and at the finish line to support participants.

**Pillow palms are initially given out to volunteers on the track and in the starting point. Leftovers can be handed out to the fans at the finish area. Sticks are handed out to the fans in the inflated form.*

4. Concert part

4.1. Host and DJ

Host and DJ for the event are provided by the event-representative. Event representative approves host candidates only after a personal meeting.

Requirements for the presenter:

- Experience working at sport/city events;
- Speaking skills;
- Improvisation skills;
- Pleasant appearance;
- Athletic or close to athletic physique.

The presenter must receive the script and become familiar with it 5 days before the event. On the day of the event the presenter should arrive 2 hours before the first start for a briefing on the script, timing and partner lyrics, to get acquainted and understand the navigation of the fan zone.

Requirements for DJ:

- Experience working at sport/city events;
- Ability to work in conjunction with the announcer on the script and at the awards.

Host and DJ must be approved well in advance, they must be contracted and documentation needs to be handled.

The presenter and DJ are issued One Run T-shirts and accreditation (badge "Artist") to work at the event.

Presenter and DJ begin their work one hour before the start and finish together with the closing of the fan zone (according to the order of the Event Manager of the region).

4.2. Officials

Officials are an integral part of the city event. The following officials are welcome at the event: administration, media personalities, famous athletes, representatives of sponsors/general partners. The regional representative is responsible for finding and inviting officials.

When drafting the scenario, it is necessary to obtain information from the regional representative about the officials, regalia and the time of their arrival and performance (official part, start of some distance, awarding). After all officials with their regalia are included in the scenario, it is necessary to coordinate the scenario and time of the welcoming speech with the officials (representatives of the officials).

The host must be shaded by the correctness of the pronunciation of the surnames, first names and patronymic names and abbreviations, which may be present in the regalia. Officials do not give starts.

4.3. Warm-up requirements

Before start of each distance, it is necessary to carry out a warm-up. Coaches/instructors/athletes are invited for this purpose. For the pre-start warm-up involved either coaches of sport or fitness organizations that are partners of the event, or invited athletes event representative, or Ambassador "One Run" in a particular region.

Event-representative is required in advance (1 hour before the warm-up) to approach the DJ and provide requests for musical accompaniment. Warm-ups are held under the compositions from the prepared playlist.

Warm-up is held in the same place where the presenter holds the whole event. The duration of the warm-up is 3 to 5 minutes.

The instructor should be in the warm-up area 15 minutes before the warm-up to plug in the head microphone (loop), double-check the correctness of the musical accompaniment.

4.4. Artists

Performers at the "One Run" event may include:

- Popular performers;
- Cover groups;
- Show Program;

- Drummers;
- Cheerleaders.

Artists are on a complimentary basis for their own recognition and support of sporting events. The artist is compiled and posted in the regional social networks of the event and announced by the host during the event.

Artists may perform in their own time away from the starts and warm-ups both at the starting arch and near it or near the finishing arch (if they are cheerleaders or drummers).

4.5. Awarding the winners (Award pedestal, flowers)

1. Preparation for the award ceremony.

Event representative of the region is in charge of sponsors/contractors who can provide flowers (12 bouquets) for the awarding of absolute winners (women).

In addition, for the award ceremony, pedestal for awarding the winners (1-2-3 places) is to be arranged. It is important that each place of this pedestal is designed for increased load and has an enlarged platform, on each of which up to 3 adults can be placed.

Pedestal design may be in shape: oval, square, round, rectangular. The appearance of the pedestal should not be in poor condition (cracks, creases, etc.), no logos of third-party projects and sponsors should also be placed on the pedestal. Special attention should be paid to the material of the pedestal coating - it must be non-slip in order to prevent athletes who will be climbing on the pedestal from falling.

The appearance of flowers (bouquets) and the award pedestal shall be agreed with the Regional Representative.

In advance, the event-manager applies to the responsible for the volunteer movement of the award group of 3-6 volunteers who help move the award products to the place of awarding and bring prepared awarding material (medals, cups, diplomas and gifts) on the day of the event.

All winning products (cups, medals, diplomas), as well as gifts from sponsors must be prepared (checked and laid out) at the headquarters 24 hours before the event by the event-presenter and manager for commercial direction in the region.

If any shortcomings/errors in the award products are identified, notify the Regional Representative in advance so that all shortcomings can be corrected before the event, if possible.

2. Awarding ceremony on the day of the event.

All awarding products are to be relocated from the headquarters 60-90 minutes before the start of the awarding ceremony and prepared at the agreed place of the awarding ceremony (Partners press wall/stage). All award products are placed on the tables, which the event-manager of the region provides from the brought furniture in the region and prepares 24 hours before the start of the event. Bouquets are carried 40 to 30 minutes to the place of the ceremony and placed in the shade (under the tables), in order to be in good condition at the time of the ceremony.

Event-manager of the region must be present at the awarding ceremony (supervision of the awards process), the chief judge of the event (handling of disputes, if any, when announcing the results), manager of the commercial direction (gifts from partners), PSC - private security company (supervision and security of awards products and organizers during the preparation and holding of the awarding ceremony). Also, for participation in the award ceremony may be invited: regional representative, representatives of the administration of the subject / region, representatives of sponsoring companies, honorary guests and other invited persons.

Awarding of winners and prize-winners takes place according to the provided protocol in the printed form from the chief referee/sports representative of the region. Before the awarding, the event-manager of the region together with the chief referee/sports representative of the region rechecks the correctness of the data and asks the presenter to read out loud (not into the microphone) the names and regalia (if any) of the prize winners and the winners of the given distance.

The awarding of prize winners and prizewinners starts with age categories (3-2-1 place) girls/boys, girls/boys, women/men, and then absolute winners of this distance (3-2-1 place) girls/boys, girls/boys, women/men are awarded.

5. Photo

5.1. Static photographers

Event representative is in charge of choosing photographers. There are two static photographers at the event:

- Photographer in the fan zone;
- SMM-photographer.

Requirements to the photographers:

- Experience in reportage shooting;
- Experience in shooting sporting events;
- Experience in rapid preparation of photographs;
- Physical stamina;
- Portfolio (reviewed by the regional event representative);
- Involvement in the work process during the event.

Photographers must be given a timeline of the event, a Fan Zone Scheme and the terms of reference for the work area. Photographers must arrive at the event one hour before the start of the fan zone. The work goes until the last finisher.

In addition, event representative is responsible for the quality of photographic material of the photographers who worked at the position (photographer in the fan-zone and photographer in the press-wall area "Partners") in their region.

5.2. Photographers on track

Photographers are chosen by the event-representative. Event representative is required:

- To determine in advance the number of photographers in the region;
- To call the contact person five days before the event, to confirm the number of photographers and report that the day before the event in the registration area of the participants to appear and get accreditation (issuance of badges "Photographer" by the number of photographers declared);
- The Event-manager of the region reminds the Photo Service representative of the key points of the project: the timing of the event (it is important to know the actual start time of all courses), the track plan of each distance, the order of visiting the fan-zone and the track by photographers, and the time of closing the

track. Photographers reach their own working areas on the track. Photographers' work begins with the first start (at which point they should already be on the track) and ends with the last finish. The Photo Service Manager is in charge of the photo service.

6. Assistance points on track

6.1. Procedure of interaction and organization of assistance points

At the assistance points runners will be able to recharge the positive emotions, and fans can enjoy a free cup of coffee / a glass of any other beverage or get a coupon for a discount when visiting the restaurant on the day of the event (at a certain time to be agreed and announced in advance, according to the timing of overcoming participants in a given section of the track).

The person responsible for the assistance points is to arrange the following:

- Possibility of providing electricity (number of kW) from cafe/restaurant/shop;
- Possibility of placing the information banner, which will reflect the information about the project "One Run" 2023, on the territory (on the street, or inside on the TV screens) 3-2 weeks before the event;
- Placement of the organizer's sound One Run equipment (specifying the number of speakers and sound power);
- Filling the assistance point (furniture, fan paraphernalia, children's corner, etc.).

It is also considered the involvement of sports clubs, which can organize an assistance point on a turnkey basis, filling the zone with interactive paraphernalia, musical accompaniment, etc.

If there are no cafes/restaurants/shops along the course, this does not relieve from the organization of assistance points, which will be organized with musical accompaniment, orchestra, drummers, DJ, DJ-mobile, etc.).

Search, coordination and organization of assistance points (musical accompaniment, orchestras, drummers, DJs, DJ-mobiles) on the track.

Preparation and coordination of the following positions:

- Arrangement of assistance points on the coordinated scheme of the track of all distances.
- Detailed filling of the assistance points.
- The timing of the work of the assistance points.
- Installation plan of the assistance points.
- Logistics of contractors / partners to the assistance points.

Control of installation/dismantling and work of assistance points on the day of the event. Formalizing and submitting a report after the installation and of the event, attaching photos of the work of assistance points on the track.