



So you're thinking of organizing a run or a walk?

This list of things to consider or questions to answer can help you in your planning.

Location:

Is this event going to be held on a recreational trail? Will you want the use of a picnic shelter or community center in a park as a registration/organizing site? You might want to check first on the availability of that shelter. Call our office at 701-222-6455 and our staff can help you. Once that step is complete, please email your interest in a park and/or trail to bisparks@bisparks.org. Bismarck Parks and Recreation District will send you a response letter. It's important for the park district to know the location of your event. You may not be aware of other runs/walks in that same area or park, or even special events or large picnic groups that will be using that same space. It's helpful for us to know of your event so we can provide you with information on our Trail Marking Policy, and even help you with simple things, like extra garbage containers.

Date:

The date of your possible event ranks right up there in importance with the location. Many groups contact us months in advance to plan their event date and location. The success of your event may be more difficult when there's another race/walk/special event happening in Bismarck-Mandan that day. When groups work with us on the location and date, we're better able to keep a schedule of the events happening on the trails or in the parks. Having several events in one area on one day may limit everyone's parking abilities.

Route:

Your race route is completely up to you. Half mile and mile runs for kids, 5k (3.1 miles) runs or walks or 10k (6.2 miles) options are all your decision. You are responsible for the route, from where you want to start, turn around and finish, and where you want water stations and volunteers. Please know that Bismarck Parks and Recreation District and the Bismarck Police Department very much appreciate your use of the recreational trail system. If you want to be on any portion of a city street for your event, please contact the Bismarck Police Department for their approval and their process.

Things Bismarck Parks and Recreation District can provide:

- approval of your event on the trails and in the park system.
- making sure we have the shelter, if you're using one, ready for your arrival, and that restrooms nearby are open and fully stocked for your participants.
- DO NOT use spray paint on the trails, please. Sidewalk chalk is a much better option.
- promotional assistance, by having event flyers in our office, and having your event listed and linked on our website. If you know the date and details early enough, it can also be listed in an upcoming Activity Guide, which is mailed to 34,000 homes in Bismarck three times each year.

We wish you must success with your event!