

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison Mini-Marathon + 5k
Event Organizer/Sponsor: Vision Event Management
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☐ Yes ☒ No
MANDATORY: State Sales Tax Exemption Number: _____ ES#: _____
OPTIONAL: Federal Tax Exempt Number: _____
Address: 16851 Southpark Dr Ste 100
City/State/Zip: Westfield IN 46074
Primary Contact: Chad Anteliff Work Phone: 317-333-1092
Email: chad@visioneventmanagement.com Phone During Event: 317-333-1092
Website: www.madisonminimarathon.com FAX: 317-245-2463
Secondary Contact: Jeff Groves Work Phone: 317-254-3622
Email: jeff@visioneventmanagement.com Phone During Event: 317-254-3622
Annual Event? ☒ Yes ☐ No
Charitable Event? ☒ Yes ☐ No
If Yes, Name of charity to receive donations: UWOBGyn Healthy Women Healthy Babies Fund
Estimated Attendance: 5500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
Hours: 6am to 11am

EVENT CATEGORY

☒ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)
☐ Other: _____

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street
☐ 30 on the Square (aka top of 100 block of State Street) ☐ Other (specific blocks/streets requested below)

Street Names and Block Numbers: See Attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 8-19-17 Event Start and End Times: 7-11am
Rain Date (if any): N/A Set-Up Start Time: 2am
Take-Down Start Time and End Times: 11am-12pm
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☐ Yes ☒ No
If class B license is denied, will the event(s) occur? ☐ Yes ☒ No

Can By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature [Signature]

Date 1-18-17

BMO

Harris Bank

MADISON

MINI-MARATHON

HALF MARATHON & 5K

PRESENTED BY

UWHealth

August 19, 2017

Site Layout

14th Mile
Post-Race Party

Results M2 Challenge

Race Merchandise

Gear Check

VIP Lounge

Memorial Union

Alumni Park

Red Gym



Lake Street

Langdon Street

J I H G F E D C B A

Half Marathon Start

Frances Street



Info Tent

Volunteers

Library

Water Station

State Historical Society

Library Mall

Kids' Run Start & PPU

Will Call

State Street Mall

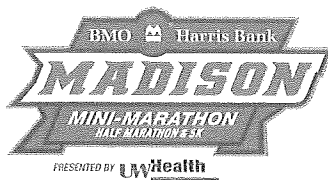


5K Start & Half Marathon & 5K Finish Line

East Campus Mall

State Street

Park Street



Street Closures

Hosting the 9th Annual Madison Mini-Marathon & 5K will be another great opportunity to showcase the beautiful Madison community to thousands of runners and volunteers. But hosting a 13.1 mile event the morning of Saturday, Saturday, August 19th will also come with some inconvenience for many of you conducting your normal business on a Saturday. Madison Mini-Marathon & 5K is proud to be a part of the Madison Community and being part of the community, it is important to give back. The Mini is not only helping people become active and exercise but it has committed to support the UW Health Department. The Mini will be donating a portion of the proceeds from the event to the Department of Obstetrics & Gynecology.

- **Number of Participants:** Over 6,000 participants, 750 volunteers (over 10,000 spectators)
- **Race Time:** The Half Marathon & 5K will begin at 7:00 am. Both races will be completed by 10:30 am. See information below or accompanying map for specific information regarding your area of the course.
- **Partial Road Closures:** Participants will be running on one half of the road around most of the course. Some areas will be temporarily closed. If you have plans for race day, please be aware that alternate routes may need to be taken that day.

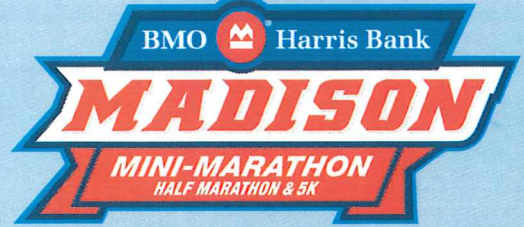
Summary of Closures

- Langdon Street from Lake to Park - CLOSED (2:00 a.m. – 12:00 p.m.)
- Langdon Street from Frances to Lake – CLOSED (2:00 – 8:00 a.m.)
- Lake Street from State Street to Lake Mendota - CLOSED (2:00 – 8:00 a.m.)
- Langdon Street from Frances to Wisconsin (6:30 – 7:30 a.m.)
- Wisconsin (Southbound Lanes) from Langdon to Capitol Square (6:45 – 7:30 a.m.)
- State Street from Capitol Square to Lake (6:45 – 8:15 a.m.)
- Lake Street from Langdon to Dayton (7:00 – 8:15 a.m.)
- Dayton (Westbound Lanes) from Bedford to Randall (7:00 – 8:15 a.m.)
- Randall from Dayton to Campus Drive (7:00 – 8:15 a.m.)
- Breese Terrace (Restricted) from University to Regent (7:00 – 8:15 a.m.)
- Monroe from Regent to Randall (7:00 – 8:15 a.m.)
- Randall from Campus Drive to Chandler (7:00 – 8:30 a.m.)
- Chandler from Randall to Garfield (7:00 – 8:30 a.m.)
- Garfield from Adams to Vilas (7:00 – 8:30 a.m.)
- Vilas (Northbound Lanes) from Garfield to Edgewood (7:00 – 8:45 a.m.)
- Vilas Park Drive from Vilas Ave. to Wingra (7:00 – 9:00 a.m.)
- Wingra from Vilas Park Drive to Mills (7:00 -9:00 a.m.)
- Orchard (Southbound Lanes) from Wingra to Erin (7:00 – 9:00 a.m.)
- Arboretum Drive (Westbound Lanes) from Mills to Seminole Highway (7:00 a.m. – 9:30 a.m.)
- Seminole Highway (Northbound Lanes) from Mohawk to Manitou Way (7:30 – 9:30 a.m.)
- Manitou Way (Northbound Lanes) from Seminole Highway to Nakoma Road (7:30 – 9:30 a.m.)
- Nakoma Road (Northbound Lanes) from Manitou Way to Monroe (7:30 – 9:45 a.m.)
- Monroe (Northbound Lanes) from Nakoma to Commonwealth (7:30 – 10:15 a.m.)
- Arbor (Eastbound Lanes) from Monroe to Knickerbocker (7:30 – 10:15 a.m.)
- Knickerbocker (Northbound Lanes) from Arbor to Monroe (7:30 – 10:15 a.m.)
- Commonwealth (Northbound Lanes) from Monroe to Allen (7:30 – 10:15 a.m.)
- Allen (Southbound Lanes) from Regent to University (7:30 – 10:15 a.m.)
- University (Westbound Lanes) from Allen to University (7:30 – 10:30 a.m.)
- Observatory (Westbound Lanes) from Charter to Walnut (6:30 – 10:30 a.m.)
- Observatory Drive from Charter to Park - CLOSED (2:00 a.m. – 12:00 p.m.)
- Walnut (Northbound Lanes) from University to University Bay Drive (7:30 – 10:30 a.m.)
- Park Street from University to Lake Mendota - CLOSED (2:00 a.m. – 12:00 p.m.)

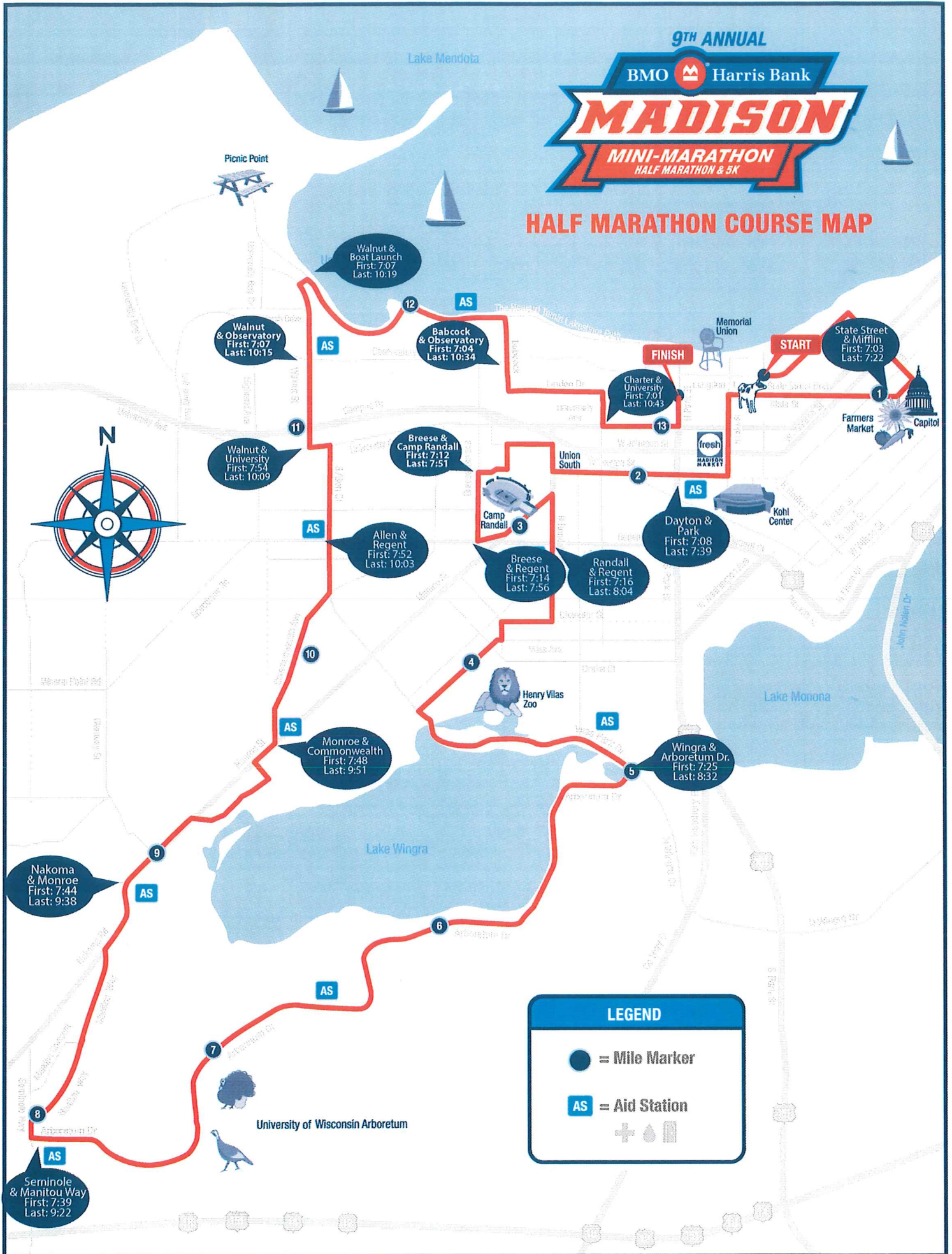
For more information, contact info@MadisonMiniMarathon.com or log onto www.MadisonMiniMarathon.com

9TH ANNUAL

BMO Harris Bank



HALF MARATHON COURSE MAP



2017 Madison Mini-Marathon
Course Description
Saturday, August 19, 2017

Start: Frances Street & Langdon Street

- NE on Langdon
- SE on Wisconsin
- SW on Mifflin
- West on State Street
- South on Lake
- West on Dayton
- North on Randall
- West on Engineering
- South on Breese Terrace
- East on Little
- NE on Monroe
- South on Randall
- West on Chandler St.
- South on Garfield
- SW on Vilas Ave.
- East on Vilas Park Dr.
- East on Wingra
- South on Mills
- West on Arboretum Drive
- North on Seminole Highway
- NE on Manitou Way
- North on Nakoma Road
- NE on Monroe
- East on Arbor
- NW on Knickerbocker
- NE on Monroe
- North on Commonwealth
- North on Allen St.
- West on University
- North on Walnut
- North into Lot 60
- SE on Path Howard Temin Lakeshore Trail/Willow Drive
- South on Babcock
- East on Linden
- South on Charter
- East on University
- North on Park

Finish: Park Street & State Street Mall/Bascom Hill

2017 Madison Mini-Marathon Intersection Timeline & Details

Course Marshal	# of Personnel	Intersection	Mile Location	First Participant	Last Participant	Participant Detailed Instructions	Participant Lanes Used	Vehicular Traffic Instructions	Start Time	End Time
1		Lake & Frances	0	7:00	7:10	Participants head E on Langdon	All Lanes	No traffic	6:45	7:30
2	VOL	Langdon & Howard	0.09	7:00	7:11	Participants head E on Langdon	All Lanes	No traffic	6:45	7:30
3		Langdon & Lakelawn	0.11	7:00	7:11	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
4	PO	Langdon & Henry	0.17	7:00	7:12	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
5	VOL	Langdon & Carroll	0.29	7:01	7:14	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
6	VOL	Langdon & Wisconsin	0.37	7:01	7:16	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:45	7:30
7	PO	Wisconsin & Gilman	0.44	7:02	7:17	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:45	7:30
8	PO	Wisconsin & Gorham	0.5	7:02	7:18	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
9	PO	Wisconsin & Johnson	0.57	7:02	7:19	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
10	PO	Wisconsin & Dayton	0.63	7:03	7:20	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
11	PO	Wisconsin & Milflin	0.7	7:03	7:21	Participants head NE on Milflin	All Lanes	No traffic	6:50	7:30
12	PO	Carroll & Milflin & State	0.77	7:03	7:22	Participants head W on State	All Lanes	No traffic	6:55	7:40
13	PO	State & Fairchild/Dayton	0.86	7:04	7:24	Participants head W on State	All Lanes	No traffic	6:55	7:55
14	PO	State & Johnson	0.96	7:04	7:26	Participants head W on State	All Lanes	No traffic	6:55	7:55
15	PO	State & Gorham	1.05	7:05	7:27	Participants head W on State	All Lanes	No traffic	6:55	7:55
16	PO	State & Gilman	1.14	7:05	7:29	Participants head W on State	All Lanes	No traffic	6:55	7:55
17	VOL	Lake & State Street	1.33	7:06	7:32	Participants head S on Lake	All Lanes	No traffic	7:00	7:55
18	PO	Lake & University	1.45	7:07	7:34	Participants head S on Lake	All Lanes	No traffic	7:00	8:00
19	PO	Lake & Johnson	1.53	7:07	7:35	Participants head S on Lake	All Lanes	No traffic	7:00	8:00
20	PO	Lake & Dayton	1.61	7:08	7:36	Participants head W on Dayton	All Lanes	No traffic	7:00	8:00
21	VOL	Dayton & Park	1.78	7:08	7:39	Participants head W on Dayton	Westbound Lanes	No Westbound	7:00	8:00
22	PO	Dayton & Brooks	1.86	7:09	7:41	Participants head W on Dayton	Westbound Lanes	No Westbound	7:00	8:00
23	PO	Dayton & Mills	1.94	7:09	7:42	Participants head W on Dayton	Westbound Lanes	No Westbound	7:00	8:00
24	VOL	Dayton & Charter	2.03	7:10	7:43	Participants head W on Dayton	Westbound Lanes	No Westbound	7:00	8:00
25	VOL	Dayton & Orchard	2.11	7:10	7:45	Participants head W on Dayton	Southbound Lanes	No traffic	7:00	8:00
26	VOL	Dayton & Randall	2.19	7:11	7:46	Participants head N on Randall	All Lanes	No Northbound	7:00	8:00
27	VOL	Randall & Engineering	2.27	7:11	7:47	Participants head W on Engineering	NB Lane	No Northbound	7:00	8:00
28	VOL	Engineering & Breese Terrace	2.49	7:12	7:51	Participants Head S on Breese Terrace	NB Lane	No Northbound	7:00	8:00
29	VOL	Breese Terrace & Hoyt	2.64	7:13	7:54	Participants Head S on Breese Terrace	NB Lane	No Northbound	7:00	8:10
30	VOL	Breese Terrace & Chadbourne	2.76	7:13	7:56	Participants Head S on Breese Terrace	All Lanes	No traffic	7:00	8:10
31	PO	Breese Terrace & Little	2.81	7:14	7:56	Participants Head E on Little	All Lanes	No traffic	7:00	8:10
32	VOL	Little & Monroe	2.9	7:14	7:58	Participants head NE on Monroe	Southbound Lanes	No traffic	7:00	8:10
33	PO	Randall & Monroe	3.11	7:15	8:01	Participants head S on Randall	Southbound Lanes	No traffic	7:00	8:10
34	VOL	Randall & Spring	3.13	7:15	8:02	Participants head S on Randall	All Lanes	No traffic	7:00	8:15
35	PO	Randall & Regent	3.27	7:16	8:04	Participants head S on Randall	Southbound lanes	No Southbound	7:00	8:15
36	VOL	Randall & Bowen Court	3.31	7:16	8:05	Participants head S on Randall	Southbound lanes	No Southbound	7:00	8:20
37	VOL	Randall & Milton	3.36	7:16	8:06	Participants head S on Randall	Southbound lanes	No Southbound	7:00	8:20
38	VOL	Randall & St. James	3.4	7:17	8:07	Participants head S on Randall	Southbound lanes	No Southbound	7:00	8:20
39	PO	Randall & Mound	3.43	7:17	8:07	Participants head S on Randall	All Lanes	No traffic	7:00	8:20
40	PO	Randall & Chandler	3.51	7:17	8:08	Participants West on Chandler	All Lanes	No traffic	7:00	8:20
41	PO	Garfield & Chandler	3.68	7:18	8:11	Participants head S on Garfield	Northbound Lanes	No Northbound	7:00	8:20
42	VOL	Garfield & Vilas	3.75	7:18	8:12	Participants head SW on Vilas	Northbound Lanes	No Northbound	7:00	8:20
43	PO	Vilas & Grant	3.8	7:19	8:13	Participants head SW on Vilas	Northbound Lanes	No Northbound	7:00	8:20
44	VOL	Vilas & Harrison	3.89	7:19	8:14	Participants head SW on Vilas	Northbound Lanes	No Northbound	7:00	8:20
45	VOL	Vilas & Van Buren	3.97	7:20	8:16	Participants head SW on Vilas	Northbound Lanes	No Northbound	7:00	8:20
46	VOL	Vilas & Lincoln	4.05	7:20	8:17	Participants head SW on Vilas	Northbound Lanes	No Northbound	7:00	8:20
47	PO	Edgewood & Adams	4.05	7:20	8:17			No traffic	7:00	8:30
48	VOL	Vilas & Edgewood Ave.	4.13	7:20	8:18	Participants head E on Vilas Park Drive	All Lanes	No traffic	7:05	8:30
49	VOL	Vilas Park Drive & Wingra & Orchard	4.75	7:23	8:29	Participants head E on Vilas Park Drive	All Lanes	No traffic	7:05	8:30
50	PO	Wingra & Mills	4.92	7:24	8:32	Participants head S on Trail by Mills	Southbound lanes	No traffic	7:05	8:30
51	VOL	Wingra & Haywood & Arboretum Drive	4.96	7:25	8:32	Participants head W on Arboretum Drive	Westbound Lanes	No Westbound	7:30	9:20
52	PO	Arboretum Drive & Seminole Highway	7.91	7:39	9:22	Participants head N on Seminole Highway	Northbound Lanes	No Northbound	7:30	9:20
53	VOL	Seminole Highway & Manitou Way	7.96	7:40	9:22	Participants head N Manitou Way	Northbound Lanes	No Northbound	7:30	9:30
54	VOL	Manitou Way & Iroquois	8.02	7:40	9:23	Participants head N Manitou Way	Northbound Lanes	No Northbound	7:30	9:30
55	VOL	Manitou Way & Country Club Road	8.16	7:41	9:26	Participants head N Manitou Way	Northbound Lanes	No Northbound	7:30	9:30
56	PO	Manitou Way & Nakoma Road	8.61	7:43	9:33	Participants head N Nakoma	Northbound Lanes	No Northbound	7:30	9:30

57	VOL	Nakoma Road & Spring Trail	8.78	7:44	9:36	Participants head N on Nakoma	Northbound Lanes	No Northbound	7:30	9:45
58	PO	Odana & Monroe & Nakoma	8.86	7:44	9:38	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:45
59	VOL	Monroe & Lewis Court	8.91	7:44	9:38	Participants head NE on Monroe	Easternmost NB Lane	One lane of NB Traffic	7:30	9:45
60	PO	Monroe & Glenway	8.99	7:45	9:40	Participants head NE on Monroe	Easternmost NB Lane	One lane of NB Traffic	7:30	9:45
61	VOL	Monroe & Copeland	9.04	7:45	9:41	Participants head NE on Monroe	Easternmost NB Lane	One lane of NB Traffic	7:30	10:00
62	VOL	Monroe & Western	9.1	7:45	9:42	Participants head NE on Monroe	Easternmost NB Lane	One lane of NB Traffic	7:30	10:00
63	VOL	Monroe & Gilmore	9.15	7:46	9:42	Participants head NE on Monroe	Easternmost NB Lane	One lane of NB Traffic	7:30	10:00
65	VOL	Monroe & Arbor	9.2	7:46	9:43	Participants head E on Arbor	Eastbound Lane	No Eastbound	7:30	10:00
66	VOL	Arbor & Pickford	9.36	7:47	9:46	Participants head E on Arbor	Eastbound Lane	No Eastbound	7:30	10:00
67	VOL	Arbor & Knickerbocker	9.48	7:47	9:48	Participants head NW on Knickerbocker	Northbound Lanes	No Northbound	7:30	10:00
68	PO	Monroe & Knickerbocker	9.54	7:48	9:49	Participants head NE on Monroe	Easternmost NB Lane	One lane of NB Traffic	7:30	10:00
69	VOL	Monroe & Sprague	9.6	7:48	9:50	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	10:15
70	PO	Monroe & Commonwealth	9.65	7:48	9:51	Participants head North on Commonwealth	Northbound Lanes	No Northbound	7:30	10:15
71	VOL	Commonwealth & Gregory	9.7	7:48	9:52	Participants head North on Commonwealth	Northbound Lanes	No Northbound	7:30	10:15
72	VOL	Commonwealth & Keyes	9.86	7:49	9:54	Participants head North on Commonwealth	Northbound Lanes	No Northbound	7:30	10:15
73	PO	Commonwealth & Leonard	9.94	7:50	9:56	Participants head North on Commonwealth	Northbound Lanes	No Northbound	7:30	10:15
74	VOL	Commonwealth & Rugby Row	10.13	7:51	9:59	Participants head North on Commonwealth	Northbound Lanes	No Northbound	7:35	10:15
75	PO	Commonwealth & Allen	10.21	7:51	10:00	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
76	VOL	Allen & Hollister	10.27	7:51	10:01	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
77	VOL	Allen & Rowley	10.33	7:52	10:02	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
78	PO	Allen & Regent	10.39	7:52	10:03	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
79	VOL	Allen & Van Hise	10.5	7:52	10:05	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
80	VOL	Allen & Chamberlin	10.59	7:53	10:06	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
81	VOL	Allen & Kendall	10.65	7:53	10:07	Participants head north on Allen	Northbound Lanes	No Northbound	7:35	10:15
82	PO	Allen & University	10.71	7:53	10:08	Participants head W on University	Westbound Lanes	Cross traffic stopped for participants	7:40	10:15
83	PO	University & Walnut	10.77	7:54	10:09	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:30
84	VOL	Walnut & Linden	11	7:55	10:13	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:30
85	PO	Walnut & Observatory	11.08	7:55	10:15	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:30
86	VOL	Walnut & Marsh	11.24	7:56	10:17	Participants head N into Lot 60	-	-	-	-
87	VOL	Boat Launch	11.33	7:57	10:19	Participants head E on Lakeshore Path	-	-	-	-
88	VOL	Porter Boathouse	12.09	8:00	10:31	Participants head S on Babcock	Northbound Lanes	No Northbound	6:45	10:45

Madison Mini-Marathon No Parking Postings

Street	Beginning Street	Ending Street	Side of the Street	Date	Start Time
Langdon	Park	Lake	Both Sides	8/18/17	4:00 AM
Langdon	Park	Wisconsin	Both Sides	8/19/17	12:00 AM
Wisconsin	Langdon	Capitol Square	Southbound Side	8/19/17	12:00 AM
Wisconsin	Langdon	Johnson	Northbound side	8/19/17	12:00 AM
Capitol Square	-	-	No Parking on Mifflin from Wisconsin to State	8/19/17	12:00 AM
State Street	-	-	No Parking on State	8/19/17	12:00 AM
Lake	Langdon	Dayton	Both Sides	8/19/17	12:00 AM
Breese Terrace	University	Regent	Northbound Lanes	8/19/17	12:00 AM
Monroe	Regent	Randall	Both Sides	8/19/17	12:00 AM
Arbor Drive	Monroe	Knickerbocker	Both Sides	8/19/17	12:00 AM
Knickerbocker	Arbor	Monroe	Both Sides	8/19/17	12:00 AM
Randall	Monroe	Chandler	Both Sides	8/19/17	12:00 AM
Chandler	Randall	Garfield	Both Sides	8/19/17	12:00 AM
Garfield	Adams	Vilas	Both Sides	8/19/17	12:00 AM
Vilas	Garfield	Edgewood	Northbound Side	8/19/17	12:00 AM
Vilas Parkway	Vilas	Orchard	Both Sides	8/19/17	12:00 AM
Wingra	Orchard	Mills	Both Sides	8/19/17	12:00 AM
Manitou Way	Seminole Highway	Nakoma	Northbound side	8/19/17	12:00 AM
Monroe	Glenway	Commonwealth	Northbound side	8/19/17	12:00 AM

9TH ANNUAL



AUGUST 19, 2017
5K COURSE MAP

Picnic Point



Lake Mendota

University Bay

AS

Walnut St

Marsh Dr



LEGEND

1 = Mile Marker

AS = Aid Station

START
FINISH

Memorial Union



Kohl Center

3

University Ave

N Charter St

Linden Dr

Observatory Dr

Rebock

Union South

Campus Dr

Linden Dr

Campus Dr

University Ave

University Ave

University Ave

University Ave

University Ave

University Ave

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**2017 Madison Mini-Marathon
5K Course Description
Saturday, August 19, 2017**

Start: Park Street & State Street Mall/Bascom Hill

- South on Park
- West on University
- North on Charter
- West on Linden
- North on Babcock
- West on Observatory
- North on Walnut
- East on path north of Marsh Lane (entrance to boat ramp)
- East on Lake Shore path
- South on Babcock
- East on Linden
- South on Charter
- East on University
- North on Park

Finish: Park Street & State Street Mall/Bascom Hill



Event Schedule

Friday, August 18, 2017

11:00 a.m. – 8:00 pm. – Packet Pickup at Union South

6:00 a.m. – 8:00 p.m. – Setup of Runner Services Area and site on Langdon & Park in front of Memorial Union

Saturday, August 19, 2017

2:00 a.m. – Park to close from University to Observatory for setup of start finish lines

5:00 a.m. – Aid Stations on course begin to setup

5:00 a.m. – Course setup begins with cones, barricades, etc.

6:30 a.m. – Streets on course begin to close

7:00 a.m. – Half Marathon & 5K start

8:00 a.m. – Post-race Party begins

10:00 a.m. – Kids Race

10:30 a.m. – Last Half Marathon participant finishes

12:00 p.m. – Langdon re-opens

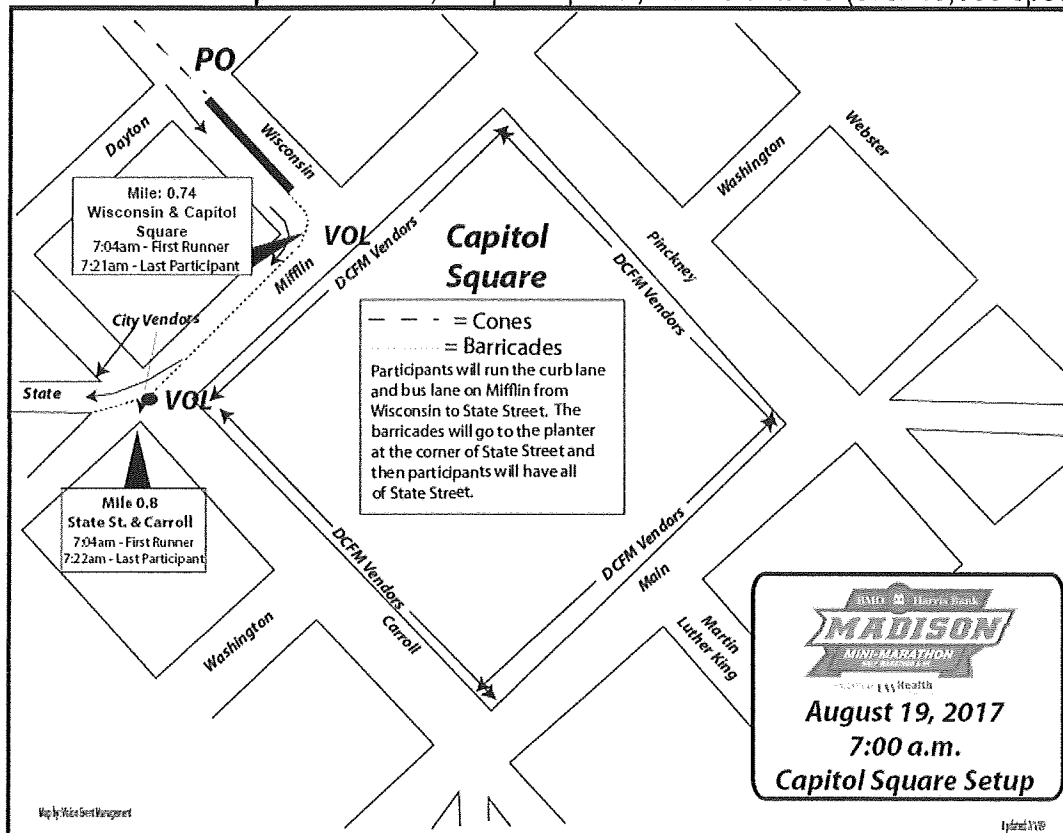
12:00 p.m. – Post-race Party finishes



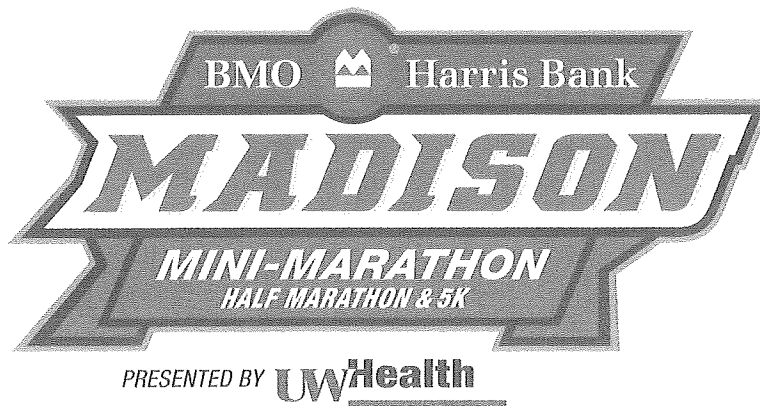
Route Notification

The 9th Annual Madison Mini-Marathon & 5K will run on Saturday, August 19th. This is to inform you that there will be some minor inconvenience for many of you conducting your normal business on a Saturday. This inconvenience will last from approximately 7:00 -7:30 a.m.

- **Race Time:** Half Marathon will begin at 7:00 am on Langdon Street in front of the UW Memorial Union. The first participants will be on the Square at 7:03 a.m. with the last participant exiting the Square onto State Street at approximately 7:22 a.m. See information for specific information regarding your area of the course.
- **Road Closures:** Participants will be using the curb lane and bus lane of Mifflin from Wisconsin to State Street. Barricades will be placed on both sides of the running lane to ensure the safety of vendors and customers. The barricades will be moved into place immediately before the first participants and removed immediately following the last participant. Please see the Madison Mini-Marathon website for more information.
- **Number of Participants:** Over 6,000 participants, 750 volunteers (over 10,000 spectators)



For more information log onto www.MadisonMiniMarathon.com



Route Notification

Street Closures

The 9th Annual Madison Mini-Marathon & 5K will run on Saturday, August 19th. This is to inform you that there will be some inconvenience for many of you conducting your normal business on a Saturday.

- **Race Time:** Road restrictions will begin as early as 2:00 am on race day morning. The Half Marathon & 5K will begin at 7:00 am. Both races will be completed by 10:30 am. See information for specific information regarding your area of the course.
- **Road Closures:** Participants will be using the all lanes of Langdon. If you have plans for race day, please be aware that alternate routes may need to be taken that day. There will be partial lane closures throughout other portions of the course. Please see the Madison Mini-Marathon website for more information.
- **Race Related Noise:** Please note there will be additional noise due to setup activities and entertainment during the time that the participants are running along the route in your area.
- **Number of Participants:** Over 6,000 participants, 750 volunteers (over 10,000 spectators)

Summary of Closures (times shown are the only times these roads are anticipated to be closed)

- Park Street from University to Observatory (2:00 a.m. – 12:00 p.m.)
- Langdon Street from Lake to Park (2:00 a.m. – 12:00 p.m.)
- Langdon Street from Frances to Lake (2:00 -8:00 a.m.)
- Lake Street from State Street to Lake Mendota (2:00 – 8:00 a.m.)
- Langdon Street from Frances to Wisconsin (6:30 – 7:30 a.m.)
- Wisconsin (Southbound Lanes) from Langdon to Capitol Square (6:45 – 7:30 a.m.)

For more information log onto www.MadisonMiniMarathon.com

**2017 Madison Mini-Marathon
August 20, 2016
Emergency Procedures
Updated 1/17/17**

Please Review this Document Prior to the Event!

In regard to any emergency event, no one should speak to any media representative except for:

Jeff Graves

The above may empower the Medical Director of the Madison Mini-Marathon to comment on any details.

Command Group Meeting Area

The Command Group will meet in the Command Vehicle located on the State Street Mall by Lake & State Street. We will implement the following procedures depending on the emergency presented.

If an emergency occurs before the start of the race, Command Group members not at the finish line will conference call into the Command Vehicle to make any decisions.

In the event of inclement weather conditions or any safety-related events along the Half Marathon or 5K course or start/finish areas, the following people will meet in the Command Vehicle:

Command Group

Jeff Graves	President, VEM	317-294-3622
Chad Antcliff	Race Director,	317-333-1092
Brian Chaney Austin	Madison Police Department	608-209-7817
Paul Ripp	Fire Department	608-712-6277
Dr. Mike Mancera	Medical Director	608-209-2217
Mark Silbernagel	UW Police Department	608-516-0563

The Command Group will be called to the Command Area via: Radios/Cell Phones

The Telvent Weather Service contracted by VEM will be monitored for continual updates on information regarding the weather conditions. The Command Group will be the key decision-makers will make the decision on the continuation, continuation with yellow or red flags, termination, or delay of the event.

In addition, the following people should also report to the Command Vehicle to assist in relaying the information to the necessary people:

Kat Hawkins 651-470-4945
 Ashlea Nash 317-617-6711
 PUBLIC RELATIONS REPRESENTATIVE

All communications done by radio will be pre-raced with "STAFF ONLY". Staff on radio should turn down volume on their radio or go to a location where they are out of public view. If a staff member is in a position where they cannot be out of public view, they need to turn down radio and alert the Command Vehicle via radio, cell phone or text, they need to be notified a different way other than radio.

Information will be relayed to the following people:

<u>Responsibility</u>	<u>Contact #'s (Radio Channel)</u>
Command Vehicle	PD FD Medical Director EMS Private Ambulance Service Any other Public Safety Agency Course Section Leaders Aid Station Leaders Course Marshal Leaders Entertainment Coordinator Runner Services Information Tent Gear Check Race Photography Transportation
Jeff Graves	Start Line Coordinator Finish Line Coordinator Timing & Scoring Results Area Race Announcer
Kat Hawkins	Volunteer Leaders and volunteers Call and text status updates
Kat Hawkins	Facebook Twitter Website Texting Updates
Ashlea Nash	Media- work on media quote for media and or press release

Emergency Plans

Inclement Weather Plan

If severe weather or the threat of severe weather becomes a concern, the Command Group will meet to determine the status of the event. Information will be relayed to the Race Staff via the above relay plan.

Severe weather can include, but is not limited to:

Lightning	Windy
Heat	Tornado
Humidity	

Other Public Safety Emergency

If a public safety emergency or the threat of an emergency becomes a concern, the Command Group will meet to determine the status of the event. Information will be relayed to the Race Staff via the above relay plan.

Inclement Weather Emergency Evacuation Plan

- Once the Command group determines weather related evacuation is warranted the **COMMAND GROUP** will initiate the process of contacting the Race Staff via the above contact procedure.
- Participants and spectators will be notified via the Announcer and Race Staff. They will be informed to **SEEK SHELTER** in the following locations. Each staff member assigned to a location. A Command Runner will bring a megaphone to your location to make announcements regarding updates on the status of the race.
 - UW Memorial Union (Jenny Adler, 317-213-6112)
 - State Street Ramp (Brent Greenwell, 317-513-9135)
 - Red Gym (Kevin Swiontek, 317-506-8548)

After the all clear is given, participants and spectators will be allowed to exit the area.

Flag Warning System

The Flag Warning System will be used to relay to the participants and volunteers the status of the race with respect to weather and safety conditions.

The following has been distributed to the participants in the Confirmation Email, Facebook, event web site and in displays at the Packet Pick-Up.

Flag Warning System

A Yellow Flag? A Black Flag? There will be a simple flag color system along the course to help warn participants of weather related or course related problems. Flags are located at each mile marker along the course.

Green Flag – Everything is Normal

Yellow Flag – The heat index is at a point where runners/walkers should slow their pace if they are sensitive to the heat. Participants should be aware of their hydration level.

Red Flag – Dangerous weather. Participants should slow down and increase their hydration and if they are sensitive to heat or humidity should not run. Timing of the

event has stopped and no awards will be given out at this time. Race Photography and Entertainment as stopped.

Black Flag – Race has been cancelled due to extreme weather or course emergency. Events such as lightning, tornado, or human disaster has or is occurring and all participants need to seek shelter immediately. Participants will be evacuated from the route.

Inclement Weather Emergency Evacuation Plan

- In the event of severe weather during the event the following will be asked to seek appropriate shelter.
- All Race Staff will be notified via radio or cell phone. Any committee member in the affected areas should immediately begin notifying the general public and volunteers.
- Kevin Swiontek will be responsible for making an announcement from the PA system located at the start line.
- Andrew Wonders will be responsible for making an announcement from the PA system located at the finish line.
- Kim Casavan will make announcement from the main stage.
- Jeff Graves will be responsible for contacting Race Announcer. Race Announcer will make the PA announcement (Start Line area if prior to race start or finish line area after race start).
- Jeff Graves will make an announcement at the start line. Start Line volunteers will be responsible for sweeping the Start Line area

For all emergency requests contact Command Vehicle: Chad Antcliff

Medical Emergencies (Finish Area medical open 6:00 a.m. – 11:00 a.m.)

Assess the situation at the finish line

- ☐ Any request for medical needs should be directed to the Command Vehicle.
- ☐ Do not attempt to help an injured person other than to let them know you are calling for medical support; **do not comment on the accident to anyone**
- ☐ Speak slowly and clearly – do not yell. Give your name, location and your request for medical personnel.
- ☐ Example: Command Vehicle from (your name)...request medical back up for sprained ankle at the Massage Area. Please confirm.
- ☐ Provide the medical contact with the following information: Which part of the street you are on (northside, southside, middle) and a prominent landmark that describes your position and their bib number.
- ☐ Remain with the person until FIRST AID arrives, upon their arrival; let the Command Vehicle know they are treating the person.
- ☐ Gather information for the Event Incident Report (**note:** for medical situations involving race participants during the race, the Event Incident Report is not necessary)
- ☐ If you do not have a radio available, call Chad Antcliff and follow their directions.

Non-Medical Security Situation at the finish line

- ☐ Any request for security needs should be directed to the Command Vehicle.
- ☐ Locate the nearest landmark and relay that as your location go or send someone to that marker to guide security to the location of the incident.

- ❑ If there is an emergency that requires emergency vehicles in the Finish Area, Jenny Adler should be requested to assist in moving people to the side to avoid further injury or to assist in diverting the participants around the situation.
- ❑ For any type of security issue (suspicious character, fighting, etc): call the Command Vehicle and request security. Speak slowly and clearly. Give your name, location and your assessment of the situation.
- ❑ The person who initially called in the situation should notify the Command vehicle once the situation is under control and inform them of the outcome.
- ❑ Gather information for the Event Incident Report

Medical Emergencies on Course

- ❑ Assess the situation
- ❑ To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. Each Aid Station will have medical personnel located in the area who can relay the request to the medical system. If none of the previous are nearby, use a cell phone and call Chad Antcliff.
- ❑ Do not attempt to help an injured person other than to let them know you are calling for medical support; **do not comment on the accident to anyone**
- ❑ Speak slowly and clearly – do not yell. Give your name, location and your assessment of the situation.
- ❑ **If you are at the Start Line**, specify where you are located on.
- ❑ **If you are on the course**, please be as detailed as possible. Include the nearest home street address, cross street or landmark and the side of the street where medical is needed.
- ❑ Remain with the person until FIRST AID arrives.
- ❑ Gather information for the Event Incident Report (**note**: for medical situations involving race participants during the race, the Event Incident Report is not necessary)
- ❑ If you do not have a radio available, call Chad Antcliff and follow their directions.

Non-Medical Security Situation

- ❑ To speed response time, any request for medical needs should be directed to a uniformed police officer or call Chad Antcliff. Each Aid Station will have medical personnel located in the area who can relay the request. If none of the previous are nearby, use a cell phone and call 9-1-1.
- ❑ **If you are at the Start/Finish Line**, locate the nearest landmark and specify where you are located.
- ❑ **If you are on the course**, please be as detailed as possible. Include the nearest street address, cross street or landmark and the side of the street where security is needed.
- ❑ Gather information for the Event Incident Report

General Conduct during Emergency or Urgent Situations

- Do not make any comment to the media
- Never Run
- Remain Calm at all times
- Assess the situation before taking action
- Remember to gather information for the Event Incident forms

Lost Persons

- ❑ The Information Tent will coordinate the Lost Persons process.
- ❑ The Information Tent will open a Lost Persons report form. This form must be closed-out prior to the end of the event.
- ❑ The Information Tent will remain open and staffed until the Finish Area is cleared of all participants and spectators.
- ❑ Lost Person Coordinator: Jean Schott

At the Information Tent

- ❑ Ask the person if who they are missing is lost or they can't find them. If they can't find them, direct them to Results Tent to see if they've finished.
- ❑ If the person is missing, complete the Lost Persons Report
- ❑ **Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to the child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Finish Area. (Command Vehicle, Ask Me, Staff)
- ❑ Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.

Somewhere in Rest & Recovery

- ❑ Ask the person if who they are missing is lost or they can't find them. If they can't find them, direct them to the computer lookup folks located in the Info tent.
- ❑ If the person is missing, encourage them to go to the Info Tent.
- ❑ If they choose not to go to the Info Tent, take the report yourself.
- ❑ Notify the Info Tent you are taking the report and have someone come to your location to get the report.
- ❑ **Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to the child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the R&R Area. (Command Vehicle, Ask Me, Staff)
- ❑ Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.
- ❑ If the person was last seen near the Start Line, take the parent to the nearest police officer.

Lost Child is found

- ❑ The Info Tent should be notified and the person should be taken to the Info Tent.
- ❑ Stay with the child until the Lost Person Coordinator can take charge of the child. **DO NOT LEAVE THE CHILD UNATTENDED!**
- ❑ Complete the lost persons form, so we have it on file when someone comes looking for them.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Finish Area. (Command Vehicle, Ask Me, Staff)
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.

Use of 2-way Radios/Cellular Phones:

- The Race committee has the use of 2-way radio communication
- Be selective of what you are saying over the radios
- Never allow your voice to become hysterical
- Relay on the FACTS of the situation – NEVER make a comment like, “We really messed up....” Or “We’re in big trouble....”
- Always remember that many people around you will hear every word you say given the size of the event.
- Always remember that many people around anyone with a radio scanner will hear every word you say
- Remain calm at all times.
- Except for lost children, only refer to a participant by their bib number when communicated to Medical or Command Group.

All emergency and/or security situations at must be relayed to the Command Vehicle for documentation purposes.

All committee members and Ask Me volunteers will have Event Incident Report forms to fill out. Gather all necessary information at the time of the incident and fill out the form as soon as possible. These forms should be returned to Chad Antcliff immediately after the event.

Madison Mini-Marathon
Lost Person Report

Time of Report: _____ am/pm EVENT: _____

Missing Person:

Name: _____

Age: _____

Physical Description/Clothing: _____

Location last seen:

Time last seen:

Did the child/person have a favorite game/place, etc. during the event?:

Reporting Info:

Name of person making report:

Phone number where you can be reached today:

Relationship to missing person:

Madison Mini-Marathon staff/volunteer:

Time missing person is found: _____

Notes/Actions Taken:

Madison Mini-Marathon Event Incident Report

All information provided should be completed as soon as possible and ensure a copy of this report is given to Chad Antcliff.

1. DATE OF EVENT: _____ 2. EVENT: _____

3. TIME OF INCIDENT: _____ 4. TIME OF REPORT: _____

5. PERSON(S) INVOLVED: _____

(Please include full name and contact information)

6. WEATHER SITUATION: _____

7. CAUSE OF INCIDENT: _____

(Please attach additional sheet(s) if needed)

8. SITUATION (Who, What, When, Where and Why): _____

(Please attach additional sheet(s) if needed)

9. PERSON(S) CONTACTED/WITNESSES: _____

(Please include complete contact information for each person(s))

10. MEDICAL INFORMATION

A. Was Medical Treatment Required? YES / NO

B. Was First Aid Required? YES / NO

C. Was anyone transported to a Medical Facility? YES / NO

D. If anyone was transported, where were they taken? _____

E. Name of person or medical organization (i.e. Madison Fire, UW Health) administering medical treatment? _____

11. Keep a copy of this report and add it to your AFTER ACTION REPORT.

STAFF MEMBER NAME(S): _____

Madison Mini-Marathon Course Cleanup Plan

Start Line

Cleanup crew will be responsible for sweeping the start line area on Langdon Street, Library Mall and the Memorial Union, picking up trash, clothes which were tossed at the start and any remaining trash. This trash will be taken to dumpsters in Lot 1 of UW Memorial Union. 100 cardboard trash boxes will be placed around the area to be used as receptacles.

Course

Each Aid Station will be responsible for cleaning the area around their station, including about ¼ mile past their station for any cups tossed after the station. They are required to do this as part of their Aid Station Manual and training. Vision Event Management on-course staff will monitor this at each station to ensure the volunteers are meeting this requirement. Volunteers will begin cleaning once the pack of runners has passed their station so they don't have to do all the cleanup after the last participant. 25 trash boxes with over 100 55-gallon trash liners will be supplied to each station to collect trash. Vision Event Management will also supply each station with 10 rakes, 10 shovels and a leaf blower to help the cleanup of cups and trash.

After the trash is picked up, bagged and stacked, it will be left at each station. Pelleterri will come through after the last participant and begin picking up the trash with a crew and a trash truck. All trash will be removed immediately following the event.

Recyclable materials will be stacked and bagged in the same process and will be ready for pickup by Pelleterri.

The directive VEM staff gives all on-course volunteers is to leave the area cleaner than it was when we arrived.

STREET EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you have marketing information?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Online
Print
Newsletters
social media

Will there be live media coverage during the event and where will the media vehicles be parked?

TBO

PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Madison Mini-Marathon

Location: VW Memorial Union

Public Contact Phone: 317-617-6711

Website: www.madisonmini-marathon.com

Admission Cost: \$65-\$95

Date of Event: August 19, 2017

Beginning/End Time of Event: 7:00 - 11:00 am

Two sentence description of event (for internet calendar):