*A week before your 5K, download the list of registered participants and send them an email with important race day information. Below is a template email to get you started. If you have trouble downloading your report of participants or need help contacting them, email us at* [*5k@phisigmasigma.org*](mailto:5k@phisigmasigma.org)*.*

**HOT TIP** – Put the participant emails in the BCC field to send one email to all participants without sharing contact information with everyone.

**SUBJECT: Countdown to Race Day - Phi Sigma Sigma 5K Reminders**

Hi All,

Thank you so much for signing up for Phi Sigma Sigma’s 5K. We are excited to have you participate and truly appreciate your support! Below you will find important reminders for race day. If you have any questions, please feel free to respond to this email or contact our chairman at *include contact information*.

**Race Details**

* *Month* #, 2022
* Check-in will begin at #:## at *location*
* The race will begin at #:##
* If you registered by *date*, your t-shirt will be available for pick-up at race check-in
* *Details about any on-site information such as food and beverage sales, raffles, games, etc.*

**Parking**

*Include any information about parking including:*

* *Where to park*
* *If there is a cost associated with parking, is it cash only, etc.*
* *If parking passes are required (on campus events) how to obtain them*
* *How to get to check-in from the recommended parking lot*
* *Include a map if applicable*

**Download Your Race Bib *(Optional)***

Get ready for race day by downloading and printing your race day bib, here: *LINK*

**Day-of Contact**

If you have any issues on race day, please contact*Name at (###) ###-####.* Additionally, we will have sisters on-site to help provide direction and answer any questions.

We can’t wait to see you at race day!