How to Host a Poker Run

Event Description – A poker run is an organized motorcycle ride on a specific route with specific check in points where a rider receives a playing card. At the end of the route the cards are turned in and the rider with the best poker hand wins.

Materials needed
      Registration Flyer
      Maps/Directions
      Waivers
      Rules
      Money Box(s)
      Sale Items
      Signage
      Press Release
      Sponsorship Package
      Volunteer Forms
      5 decks of cards
      Prizes
      Items as required by additional events such as food, beverage, entertainment, etc.
      Torch Run / SOVA Banners
      Receipt book

Committees
      Logistics
      Registration
      Volunteer
      Public Relations
      Sponsorship
      Awards
      Social

Logistics:
1. Determine your starting and ending point.   Both points should have enough space for parking the bikes. Consider your social activity when determining your end point. Shopping centers, parks and campgrounds are often used locations
2. Determine your route. The route should be between 50-100 miles. Riders prefer to avoid highways. The route should have reasonably light traffic but should have areas will gas stations, telephones, food and water, restrooms and emergency resources.
3. The route should be pre-rode at least 3 times with the last pre-ride on the day before or mornings of the event to be sure that the road conditions have not changed.
4. On your route choose 5 check in points. Consider sponsor sites along your route.

5. Make sure that each checkpoint has some means of communication with event chair in case of questions or emergency.
6. Confirm with locality any required permits
7. Work with SOVA to get appropriate insurance coverage.
8. Determine if port-a-potties are needed at the start/finish.
9. Prepare map and directions

Registration
1. Consider entry fee for event. Can riders play more than one hand? Can passengers who are not playing purchase a meal ticket?
2. Develop a flyer to recruit riders. Include date, time, fee, start/finish, prize categories, time limits (first out/last out and first in (how long should it take to ride course safely)/last in)
3. Prepare/collect materials for registration table.
   a. Registration form
   b. Waiver (provided by SOVA)
   c. Scorecard
   d. Map/directions
   e. Rules – must include that riders wear helmets, follow highway laws and don't consume alcohol while participating.
   f. Items to sell such as torch run shirts/hats (keep records of sale items)
   g. Money box – checks should be made out to SOVA. If you want to accept credit cards please contact SOVA.
4. Decide if you would like online registration and fundraising to be an option. If so, work with the Special Olympics office to set it up.

Volunteers
1. Work with each committee to determine volunteer needs, volunteers will be needed to distribute flyers prior to event, man registration table, man check in spots on the route, core poker hands and assist with social.
2. Recruit volunteers
3. Assign volunteers to jobs
4. Volunteers will all need to complete a Class B Volunteer Form. You can get these from and turn them into the Special Olympics office.

Media/Public Relations
1. Assist with distribution of flyers.
2. Develop a Press Release. Contact your PIO or SOVA for assistance, if needed.
3. Contact local TV/radio via press release for pre/day of coverage. Follow up as date approaches.
4. Send registration info to local motorcycle clubs.
5. Post event on local internet calendar sites.

Sponsorship
1. Develop a sponsorship package with responsibilities and benefits. Contact SOVA for assistance, if needed.

2. Solicit sponsors. Consider locations along the route in which a benefit could be a stop at their location such as a gas station, restaurant, cycle shop, etc.
3. Provide sponsor with appropriate post event Thank yous.

Awards
1. Determine award categories such as 3 top hands, best hand / worst hand, etc.
2. Solicit prizes.
    a. package donations into prize packages
    b. Consider using items for door prizes or a silent auction at the finish.
3. Day of event – Collect score cards and score hands to determine the winner.

Social Event
1. Determine social event for finish of poker run.
2. Solicit donations for event such as food, beverage, and entertainment.
3. Assemble support materials such as tables/chairs, grills etc as needed for event.
4. Determine if you will have other activities such as silent auction, swap shop, etc.
5. Schedule awards at end of social to give plenty of time to score.

Day of Event
1. Typically once riders register and collect materials, they are free to leave. This causes less congestion if riders leave sporadically, especially for bigger rides.
2. All checkpoints should be manned. It is great to have athletes to help with the playing cards. Volunteers should make sure riders do not consume alcohol at the stop and that they are wearing helmets.
3. Each checkpoint should have a deck of cards. Each rider pulls a card at each site. The checkpoint person writes down what card was drawn and initials it. The card goes back in the deck.
4. Determine if you will permit riders to buy an opportunity to redraw. If so, you will need to have a money box at each checkpoint.
5. At the end point- riders turn in score cards. Make sure riders names are on the card. Be sure to have a poker player at the end to help determine winners.
6. Riders enjoy social activity.
7. Deposit $ into the torch run bank account. When completing the deposit summary, be sure to list the amount of money earned selling t-shirts/hats and how much the actual event raised. Send in a copy of the deposit ticket and deposit summary.