

SCOPE OF WORK (SOW): SPORT EO – GLOBAL 10K FOR WATER INDONESIA 2027

Periode: January - July 2027

NO	RESPONSIBILY	DELIVERABLES	Indikator Keberhasilan	Payment Term
1	Pre-Event Planning & Project Management	<i>Project Management</i> • Dedicated Project Manager/PIC • Weekly/Bi-weekly Project Status Meetings • Project Timeline Management • Risk Register • Event Readiness Tracker <i>Event Design & Planning</i> • Race concept recommendations • Race route design • Venue design planning (Lippo Mall Nusantara) • Participant journey design • Sustainability plan • Charity engagement plan <i>Regulatory & Compliance Support</i> • Event permits • Police approvals • Road closure coordination • Medical permits • Crowd management approvals	• Completed and comprehensive deck project planning • Weekly/Bi Weekly Project Meeting • Daily Coordination & Communication	
2	Registration Management	Registration Platform • Web-based registration portal (Integrated with WVI Website) • Mobile responsive interface • Payment gateway integration • Promo code functionality • Individual & Family registration • Automatic confirmation emails • Participant database management	Reporting : Real-time dashboard showing: • Registration volume • Revenue tracking • Charity donation tracking • Race category breakdown • Individual & Family participation Registration Platform Uptime : 99.5% Registration Accuracy : >99%	

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3	Charity Fundraising Platform (integrated with WVI Website)	Required Features • Individual fundraising pages • Family fundraising pages • Donation tracking • Donation leaderboard • Fundraising campaign analytics • Automated fundraising updates	Real-time dashboard showing • Individual fundraising pages • Family fundraising pages • Donation tracking • Donation leaderboard • Fundraising campaign analytics Reporting • Total funds raised • Number of donors • Donation sources • Individual & Family donations	
4	Virtual Race Management (integrated with WVI Website)	Virtual Platform • Activity tracking • GPS integration • Manual upload option • Distance validation • Leaderboard • Finisher certification <i>Integration preferred: Strava, Garmin, Apple Health, Google Fit</i>	Deliverables • Virtual challenge setup • Participant support • Distance verification • Completion reporting Virtual Result Validation : >98%	
5	Race Route & Technical Operations	Route Management • Route measurement • Route safety assessment • Route signage plan Race Infrastructure • Start arch • Finish arch • Kilometer markers • Directional signage • Barricades • Participant flow design	All are setting up according to the plan	
6	Race Pack Fulfillment	Race Pack Items • Jersey • BIB Number • Timing chip	All Race Pack availability Timely & Smooth Race Pack Collection Race pack Distribution Accuracy : >99%	

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		• Pins (peniti) Optional Merchandise • Finisher medal • Goodie bag (sponsor material) Distribution • Collection planning • Distribution manpower • Tracking system		
7	Race Day Operations	Staffing Including but not limited to: • Race Director • Route Marshals • Technical Crew • Logistics Team Event Execution • Start line operations • Wave release management • Hydration stations • Finish line management • Results management		
8	Medical & Safety Management	Medical Operations • Medical Booth • Ambulances • First aid stations • Nakes • Emergency response plan Safety Deliverables • Emergency Action Plan • Incident Management Plan • Evacuation Plan • Weather Response Plan	Safety Incident: Zero Fatality	
9	Event	Event Management • Rundown • Main stage • Sound system	Timing Accuracy : >99% Sponsor Satisfaction : ≥85%	

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		• LED screens Venue • Sponsor booths • Charity booths • Medical tents • Storage areas Venue Flow • Entrance management • Exit management • Queue management • Crowd control		
10	Sustainability Program	• Waste segregation • Recycling program • Digital race guide • Refillable water station • Carbon footprint reporting		
11	Marketing Support	Marketing Assets • Event website • Registration landing page • Race guide • Event FAQ Communication • Participant email journey • Reminder campaigns • Event updates • Race instructions		

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12	Post-Event	1 Week after the event • Feedback survey to participant • Gimmick to those who fill the survey • Delivery the gimmick	Within 30 days after event: <i>Reporting</i> • Participation report • Finisher report • Donation report • Sponsor activation report • Safety report • Incident report • Feedback report <i>Financial Reporting</i> • Registration revenue • Donation collection <i>Data Handover</i> • Participant database • Donation database • Timing results • Event assets Participant Satisfaction : ≥85%	
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