

# CHORD 5K TEAM CAPTAIN EVENT GUIDE



## EVENT SCHEDULE

**3:00 pm**- Hospitality Village Opens

**4:00 pm**- 5K Course Opens

**5:15 pm**- Raffle Prize drawings from [Texas Capital Stage](#)

**6:15 pm**- Raffle Prize drawings from [Texas Capital Stage](#)

**6:30 pm**- Start Line Closes, Finish Line remains open until last participant crosses the finish line

**7:30 pm**- Hospitality Village Closes \*

\* **Note:** Schedule Subject to Change



## EVENT DESCRIPTION

The 9<sup>th</sup> Annual Chord Energy Houston Corporate 5K at Memorial Park takes place this October 21-23, 2025. This event promotes the health and wellness of our corporate community and provides a great opportunity to head outside for a fun happy hour after the workday ends. All levels of runners and walkers are encouraged to participate for their "Company Team."

The 5K course is on the main loop at Memorial Park and will take place over a three-day period, Tuesday-Thursday. Just select one of those event days to run or walk. You can then cross the start line anytime on that day from 4-6:30pm. Don't worry about being late because of traffic or a meeting that runs long. Afterwards, enjoy complimentary food from H-E-B and drinks from Saint Arnold in our post-race hospitality village! There will be live entertainment all afternoon and evening, plus raffle prize giveaways at 5:15 and 6:15pm from the [Texas Capital Stage](#) (just need your bib to be eligible).

## PARTICIPANT GIVEAWAYS / DEADLINES

Your Race Packet for in-person participants contains:

- [Commemorative Running Shirt or Tank Top](#)
- [Draw String Bag](#)
- [Run Bib](#)

All Bibs have an RFID tag located on the back of the bib for tracking on the course. Please leave the bib on the front of your shirt for accurate tracking.

## IMPORTANT PACKET PICKUP INFO:

### Location:

Chevron Center next to  
Memorial Park Golf Course  
Building

1001 E. Memorial Loop Drive,  
Houston, TX 77007

### Date & Time:

Thursday 10/16: 11am-5pm

Friday 10/17: 11am-5pm

Courier Service: Optional  
(\$75 fee)

### Website:

[Link to Make Packet Pickup  
Reservation](#)

**\*ALL** team captains must  
make an appointment to pick  
up their team's packets or  
have a representative do so.  
Website to make an  
appointment can be found  
above.

A courier option is also  
available for an additional  
\$75 charge.

**IMPORTANT!** - It is the team  
captain's responsibility to  
distribute packets and bibs to  
each participant on the team  
whether you have selected in-  
person pickup or courier  
service.

**There is no individual packet  
pick up or packet pickup at the  
event. No exceptions.**

The registration deadline for the event is **Friday, October 10th** at 11:59  
pm. No registrations are permitted after this date. No registrations can be  
altered after this date. There are no exceptions to this.

## PACKET PICK-UP INSTRUCTIONS

1. Please arrive at packet pickup at the Chevron Center next to the Memorial Park Golf Course Building at your designated appointment time on October 16<sup>th</sup> or October 17<sup>th</sup>. You will pull up to the side of the building and will see our staff there. We will load your team's packets into your vehicle and you'll be on your way. You don't need to park or get out of your car! Please show up at your designated appointment time. If you haven't made an appointment time yet on either of those days please do so through this website:

<https://calendly.com/chord5k/chord-5k-packet-team-packet-pickup>

Please do not show up before your appointment time so we can spread people out accordingly.

### Your packet of materials will include:

- o **Team Roster**- including **ASSIGNED bib numbers**, and each person's shirt size
  - o **Event Shirts**
  - o **Timed Bibs** (this also serves as each person's admission ticket to the post-race village)
  - o **Event Bags**
2. Pay attention to the roster of employees you receive and do not lose it. This sheet is very important because it will contain each person's bib number and shirt size. **Each bib is assigned to a specific person so please make sure each person receives their assigned bib number and shirt size.** Do not hand out bibs to people randomly. Please make it a point of emphasis to tell your team members not to forget their bib as they not only serve as a way to track their run, but it's also their admission ticket into the event and your parking pass into many of our lots.
  3. For larger teams, we recommend setting up a one spot, such as a conference room or common area for each person to pick up their race materials, however it's up to you how you want to distribute everything. We do not recommend distributing packets at the event as that has proven historically to create many logistical issues.
  4. Do not allow your team members to exchange their shirts for a different size. Unfortunately, they need to keep the size they signed up for. If you allow someone to take a different size it will mean that someone else on your team does not receive the right size since there will be the exact number of shirts in your box based on what people signed up for.
  5. Non-employees are also included in with your packets. Please consider this upon distribution.

## IMPORTANT MAP INFO

**Start / Finish Line** - Follow the course map above to the start/finish line area (SF). 5K starts and ends under an inflatable. Course remains open between 4pm - 6:30pm. **Look for the white tents as your landmark** located in the Eastern Glades.

**Hospitality Village** – Identified on above map. Village will be open from 3pm-7:30pm (approximate closing time, subject to change based on foot traffic in the village area).

**Registration / Late Packet Pick-Up Tent** – There is no packet pickup on site at the event and there is no registration available on site. Everyone must be registered by Friday 10/6 to participate in the event and receive their packets prior to their event day.

**Water Stops presented by Flowserve** – Available at approximately the halfway point and at Finish Line. Water will be supplied throughout the hospitality village as well.

## EVENT DAY COURSE MAP (REFER TO PAGE 5)

The Start and Finish Line, along with the Hospitality Village are ALL located together in the same staging area in the BEAUTIFUL Eastern Glades off E. Memorial Loop Drive. Our location is NEW this year in the Grass Lawn in the Eastern Glades

**Start Line Location - LOOK FOR THE INFLATABLE ARCH**

## ARRIVAL / PARKING

### Three Ways to Enter Memorial Park

1. E. Memorial Loop Drive & Memorial Drive (6502 Memorial Drive).
2. West Memorial Loop Dr & Memorial Drive - Coming from 610/Galleria area the entrance will be before the Land Bridge Tunnel.
3. Westcott St (off I-10) -If you are taking I-10 get off at the Wescott/ Washington (exit 764) and then turn into the Park entrance (Memorial Loop Dr).

### Where To Park (refer to map on Page 5)

There are several lots to park in and near the park and two different places where shuttle buses will run back and forth from:

#### Lots Inside Memorial Park

- o **Pool Lot** - The entire lot by the pool is free and reserved for just event participants. You must show your bib to gain access to this lot.
- o **Baseball/Softball Fields** - The lots surrounding the baseball/softball fields are free and reserved for participants. You must show your bib to gain access to these lots.
- o **St. Theresa's Church lot** - Will be reserved for our participants as well. You must show your bib to gain access to this lot.
- o **Golf Course Lot** - If open, you may park here without having to show your bib. This is a PAID lot (\$2 for 3 hours).
- o **Lots near Tennis Center** - If open, you may park here without having to show your bib. This is a PAID lot (\$2 for 3 hours).

#### Parking with Shuttle Service

- o **Picnic Loop Lot** (located across Memorial Drive)- You may park here and take one of our free shuttle buses right to the start line. This is a hassle-free way park and you do not need to show your bib or get caught in traffic inside the park
- o **West Memorial Loop Dr.** - Enter Memorial Park through the West Memorial Loop Dr. entrance and park in any of the free spots on the side of the road. Find one of our shuttle pick/drop off locations and you will be able to get to the start line on a shuttle bus. You may walk but it will take you about 20-30 mins to do so.

**Where should you NOT park?** To avoid being towed, there is NO PARKING allowed on Crestwood Street that runs parallel to the Eastern Glades. There is also NO PARKING on any grass areas.

## HOSPITALITY VILLAGE RULES/ PRIVATE TENTS

- Area open each day between 3pm – 7:30pm (subject to change)
- Personal tents, tables and chairs are not allowed.
- Teams must have a tent to pre-purchase catering. No outside food or drinks (including water) are allowed inside the Hospitality Village.
- Teams may decorate their tents to enhance their space. Generators will not be allowed at tents so we recommend only battery-powered items.
- There will be NO: vehicles allowed in the tent area, open flames, barbecue/grilling, live or amplified entertainment at your tent.
- There will be NO promotions, giveaways or sampling of food or beverages of any kind, unless otherwise given written permission by the event management.

*These rules will be enforced by event staff throughout the pre-race and post-race festivities.*

## HOSPITALITY VILLAGE LAYOUT (REFER TO PAGE 6)

- Not to scale. Spacing and tent location may differ slightly on event day.
- Colors indicate different tent sizes. Table/chair details are in the boxes above the map.
- IMPORTANT NOTE – Your tent will not be identified by the number you see on the map. The numbers are just for the purposes of identifying where you will be in this document.
- There will be a banner with your company name on each tent. Please do not ask our staff or volunteers “Where is tent #4?” as they will not know. Just look for your tent banner based on the location on the map.
- For those companies without tents, there will be plenty of spaces to congregate within the hospitality village.
- The number associated with your tent is not a ranking in any way (i.e. tent 3 is not in a better location or a better tent than tent 27 etc). All tents are in the main hospitality village.
- Some company names on page 6 have been shortened and do not necessarily reflect how your name will appear on your tent. The name on your tent will be the name you registered your company with.

**\*\*\* Your tent will have a banner with your company name on it at the event. It will not be identified by a number you see on the layout! \*\*\***

See Next Page for 5K  
Course/ Parking Map ↓

# CHORD ENERGY HOUSTON CORPORATE 5K COURSE / PARKING



ChordEnergy  
**HOUSTON**  
 CORPORATE 5K  
 Hospitality Village Map

**Sponsor Area**

9 10 11

1 2 3 4 5 6 7 8

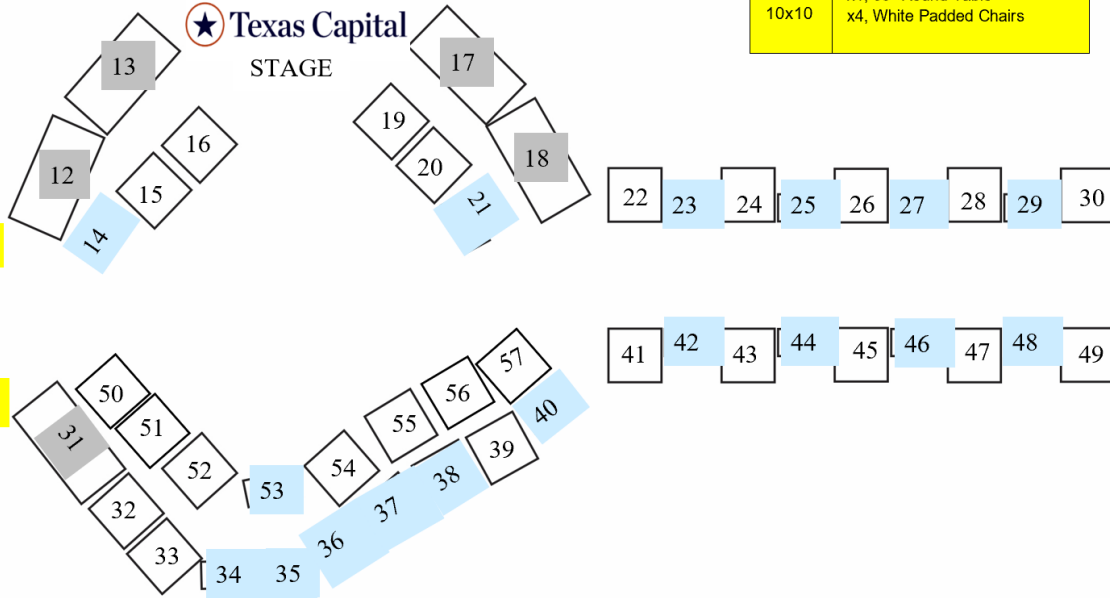
SAINT ARNOLD

**NOT TO SCALE** – YOUR TENT WILL BE IDENTIFIED BY A BANNER WITH YOUR COMPANY NAME ON IT, NOT BY THE NUMBER YOU SEE HERE.

Raffle Drawings from Stage at 5:15 and 6:15 each day

**Hospitality Village Map**

20x40	x4, 60" Round Tables x4, 30" Round Bar High Tables x1, 8' Table x32, White Padded Chairs
20x20	x2, 60" Round Tables x2, 30" Round Bar High Tables x1, 8' Table x16, White padded Chairs
10x20	x1, 60" Round Table x1, 30" Round Table x8, White Padded Chairs
10x10	x1, 60" Round Table x4, White Padded Chairs



**Starter Pack Company Tent Locations (Exact location subject to change) – Some names have been shortened**

	TUESDAY 10/21	WEDNESDAY 10/22	THURSDAY 10/23
1	TNP	K&B	BASF
2	United Way	Energy Ogre	Proserv
3	Surge	Cedar Gate	S&B
4	KenMor	S&P Global	LSPI
5	Tidewater	TGS	Legacy Community Health
6	Navitas	Brenntag	Ikon Science
7	Select Water	Jackson Walker	SBM Offshore
8	Opis	Pickering Energy	Chamberlain Hrdlicka
9	Noralta	Rodl	Koch Modular
10	Ryan, LLC.	Comfort Systems	Alatas
11	College Hunks	Hines	Alliance Reprographics
12	WM	United Airlines	Oxy
13	Group 1 Automotive	ManhattanLife	Chord Energy
14	Kane Russell	United Airlines	Bell Supply
15	WM	Audubon	Texas Capital
16	Group 1 Automotive	Audubon	University of Houston
17	TechnipFMC	Vallourec	CITGO
18	Tokio Marine	Cadence Bank	David Weekley Homes
19	Air Products	Innovex	Tenaris
20	Air Products	Innovex	Percheron
21	ONEOK	Fayez Sarofim	EOG
22	Talos Energy	Mays Business School	Hunting
23	Par Pacific	CS&P	Crain Caton
24	HAR	Vinmar	W-Industries
25	Skadden	Ship Channel Constructors	Langan
26	Salata	ABB	Helix
27	INEOS	Immatics	PULSE
28	Gulf Companies	Osaka Gas USA	Mercuria
29	MWCC	ICS Holding	Worley
30	St. Theresa	HISD	Brock Group
31	Friedkin Group	CEVA Logistics	Quietflex
32	Sheridan	Talen Energy	Buckeye
33	EDP	Via Renewables	BBM
34	Great Lakes	Eco Services	Colliers
35	Brixmor	Eco Services	Spalding
36	Corient	Solvay	Quantlab
37	TEKSystems	Riverbend Energy Group	Whitley Penn
38	HCC	Harvey Cleary	DNV
39	Viridien	TG Natural Resources	Stream Realty
40	CNOOC	Melton & Melton	Revenew
41	HNTB	HMH	Sooner Pipe
42	Gallant	EDG	Insigneo
43	Cognascent	CobbFendley	Winston & Strawn
44	Brown Sims	Speedcast	Cornerstone
45	HTS	Bristow Group	Vaughn Construction
46	Richdale	Superior Energy	Eni
47	Seatrax	Spur Energy	Spitzer
48	Weston Legal	PCL Construction	Delta Dental
49	Tejas Tubular	CAZ	DNOW
50	QuVa Pharma	TotalEnergies	Katoen Natie
51	QuVa Pharma	Unipac	DXP
52	AES	Unipac	CEMEX
53	Univar	Black Stone Minerals	Access Sciences
54	Honeywell	Kinder Morgan	Sulzer
55	Honeywell	Tricon	Flowserve
56	Archrock	Tricon	TPC Group
57	Texas Pipe	Nissan Chemical	Equinor

## DISCLAIMER REGARDING REWARDS

In order to be eligible for awards, all runners must be 18 or over and must be employed full-time, part-time or contracted by the company to qualify. If upon verification the Race Directors find discrepancies, the team/individual will not be eligible for an award. All awards will be distributed to the winners following the conclusion of the event at the awards ceremony.

## CORPORATE TEAM AWARDS

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This event is a friendly competition across multiple categories, including: The #Chord 5K will have an awards event on Thursday October 30th at the Chord Energy offices to officially announce all the winners. All team captains will be invited to attend along with individual award winners. This year features the following awards:

1. **Top Overall Participating Company Award** (most employees overall).
2. **Industry Category Top Participation Award** (most employees from a company in an industry)
3. **High Participation Percentage Award** (highest percentage of employees from one company's total employee base - minimum 50 employees)
4. **Individual Award Winners:**  
M/F Over & Under 40
5. **Top Overall Average Team Time** - "The Fastest Company in Houston"
6. **Team Captain of the Year** - Given each year to a team captain that goes above and beyond for their company during the event.
7. **Most Creative Shirt Design** (voted on by our panel of impartial judges who do not represent any companies participating in the event).

## ADDITIONAL EVENT INFORMATION

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### Who Can Participate?

Corporate company teams can consist of employees (full-time/part-time/contracted), vendors, family members and friends. Ages 18+ only. Each company must have a minimum of four (4) participants when registration closes on 10/10. Minors under the age of 18 are not permitted to attend the event. **NO PETS ARE ALLOWED AT THE EVENT or inside the hospitality village!**

### Gear Check

There will be no event day gear check. Please securely store your belongings at home or hidden in your vehicle.

### Medical Assistance

If anyone needs medical attention during the event, **Life Savers ER** and **Houston Fire Department** will be on site with first aid in the village. If you're on the course and see a fellow runner in need, call 9-1-1!

## RACE PHOTOS

Your 2025 event photos will be posted to the Spring Action Photos website. You can search for your photos by your last name or your bib number post-event. You'll also be receiving an email from them directly! Be on the lookout for discounts that will be offered.

## TIPS FOR BETTER RACE PHOTOS

- Wear your bib on the front of your shirt.
- Pin all 4 corners of your bib.
- Pull your cap/hat away from your face.
- If running with a friend/family, run shoulder to shoulder while your photos are shot.
- SMILE

**Company T-Shirt Contest** Back by popular demand this year is the shirt contest! While not required, you may create your own company team shirt for your employees to wear at the event and enter it into our contest. There will be a vote at the end of Corporate Run Week by our impartial panel of judges to determine a winner for the most creative/best designed company team shirt. The winner gets a great prize for their office. To enter the contest, email your company design directly to us by October 14<sup>th</sup> at: [coordinator@houstoncorporate5k.com](mailto:coordinator@houstoncorporate5k.com)

## Results presented by Mays Business School

To see all 2025 results, visit our results tent on site in the village. There will be a QR code in the tent to scan to view your results. An email with a link to results will also be sent to be viewed on the [Mays Business School website](#).

## Course Etiquette

Please keep "Rules of the Road" in mind when running. Stay to the far right of the walking trail at all times and pass on the left when possible. Memorial Park will remain open during the event hours which means people will be coming from the opposite direction you are running. If running in a group together, remain no more than two abreast to avoid collisions on the trail. Please be courteous of other patrons at the park. For competitive participants, please remember this is a 'friendly' competition. Safety first!

Due to insurance restrictions, baby joggers, strollers, animals, skates or other vehicular apparatus are not allowed by participants on the race course.

Headphones are not recommended during the race, but not prohibited. Please stay aware and in-tune with your surroundings.

## Refund Policy

All registrations are non-refundable and non-transferable. If any entry from your team has to be deleted, please let us know ASAP. Please make sure to check your roster of employees. We can only delete entries prior to 10/10. However, after 10/10 all entries are final no matter what. We cannot change anything then. If someone cannot participate, they may not give or sell their bib to anyone else and entry fees cannot be transferred from year to year.

## Charitable Beneficiary - Memorial Park Conservancy

A portion of all registration and sponsorship proceeds will directly benefit the Memorial Park Conservancy, which is committed to restoring, preserving and enhancing Memorial Park for the enjoyment of all Houstonians, today and tomorrow. This event raised \$125,000 in 2024 and has raised hundreds of thousands of dollars for the Conservancy over the 9 years it's been in existence.

## Volunteers

Volunteers will be scattered around the event in the village, at the Water Stops and identified by their shirts. Please feel free to ask them questions you may have. If they can't answer they will direct you to someone who can help.

## CATERING MENUS

There will be complimentary food and treats on site in the post-race village courtesy of H-E-B and Nature's Bakery plus complimentary drinks from Saint Arnold and Recover 180.

If you would like additional food through private catering, please order no later than **Tuesday October 7th** (two weeks prior to event start).

Water will be provided throughout the village and in each tent.

*We do not allow ANY food or drinks to be ordered from another caterer and we do not allow any food or drinks (including water) to be brought into the village by you or anyone else entering the post-race village. Our security team will be inspecting any coolers brought in at the entrance.*

## CATERING OPTIONS AND CONTACTS

### BLACK WALNUT CAFÉ

**Contact:** Tatiana Juarez

**Email:** [tjuarez@blackwalnutcafe.com](mailto:tjuarez@blackwalnutcafe.com)

**Cc :** [adam@houstoncorporate5k.com](mailto:adam@houstoncorporate5k.com)

### MENDOCINO FARMS

**Contact:** Jorge Martinez

**Email:** [jmartinez@mendocinofarms.com](mailto:jmartinez@mendocinofarms.com)

**Cc:** [adam@houstoncorporate5k.com](mailto:adam@houstoncorporate5k.com)

### SALATA

**Contact:** Tina Moore

**Email:** [tinamoore@salata.com](mailto:tinamoore@salata.com)

**Cc :** [adam@houstoncorporate5k.com](mailto:adam@houstoncorporate5k.com)

Please refer to the menus attached to Team Captain emails in September.

## COMMON FAQs

### 1) Registration Deadline

The registration deadline is FRIDAY 10/10 at 11:59pm. Please send out final reminders this week.

No registrations are accepted after Friday, nor can any be deleted as the system will be shut down.

### 2) How Do I See My Team?

When in Runsignup

A) Click on Icon in upper Right hand corner of the screen

B) Select "Profile" From the Dropdown menu

C) Scroll Down to View Team

If this does not work then you have not accepted your team captain invite. Email us for both.

**Note - DO NOT PAY ATTENTION TO FINANCIAL INFORMATION ON RUNSIGNUP.**

### 3) Someone on my team is signed up for the wrong day - How do I change this?

There is no need to change this in the system. As long as someone has their bib they can show up on any day even if they mistakenly signed up for a different day than your company's.

#### 4) Someone on my team is no longer an employee or can't make it. How do I delete them from my team?

If your company is covering the registration fee for this person, email us before Friday and we will delete them from the event. You cannot delete anyone after Friday.

#### 5) Parking at the event (See above)

#### 6) Packet Pickup/Distribution

- Each person is assigned a bib number – do not hand out bibs at random

- Do not allow your participants to change their shirt sizes – they must stick with what they order