

CAPTAIN CHECK LIST



RACE _____

DATE _____

TEAM NAME _____

COLLECT MONEY FROM TEAMMATES

Deadline: _____

READ RACE GUIDE

Deadline: _____

INVITE TEAMMATES TO TEAM PAGE

Deadline: _____

BOOK VANS

Deadline: _____

BOOK HOTELS

Deadline: _____

RECRUIT VOLUNTEERS* OR COLLECT MONEY TO PAY FOR VOLUNTEERS

*Check to see if your race requires volunteers

Deadline: _____

SET UP A GOOGLE DOC WITH THE FOLLOWING INFO FOR YOUR TEAMMATES TO FILL OUT

Deadline: _____

Full Name
Email
Phone Number
Facebook URL

Shirt Size
Preferred Leg
10k Pace
Travel Plans

CREATE FACEBOOK GROUP PAGE/GROUP TEXT

Deadline: _____

ASSIGN RUNNER LEGS

Deadline: _____

ASSIGN CO-CAPTAIN IN OTHER VAN

Deadline: _____

ASSIGN CO-CAPTAIN IN OTHER VAN

Deadline: _____

FIND VAN DECORATIONS

Print out photos of teammates

Van Markers

Van Lights

Deadline: _____

SAFETY GEAR

12 Reflective Vests (2/van)

4 Headlamps or running flashlight (2/van)

4 Blinking LED Taglights (2/Van)

Extra Batteries

Deadline: _____

CHECK START LINE

Deadline: _____