

# 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: \_\_\_\_\_

**FIND VAN DECORATIONS**

Print out photos of teammates

Van Markers

Van Lights

Deadline: \_\_\_\_\_

**SAFETY GEAR**

12 Reflective Vests (6/van)

6 Headlamps or running flashlight (3/van)

6 Blinking LED Taglights (3/Van)

Extra Batteries

Deadline: \_\_\_\_\_

**CHECK START TIME**

Deadline: \_\_\_\_\_