

# TEAM CAPTAIN CHECKLIST

P2B RACE: \_\_\_\_\_

RACE DATE: \_\_\_\_\_

## TEAM REGISTRATION ITEMS

- TEAM NAME: \_\_\_\_\_
- TEAM PASSWORD: \_\_\_\_\_
- TEAM PACE (mm:ss): \_\_\_\_\_  
IMPORTANT: SEE P2B ONLINE TEAM PACE CALCULATOR
- EVENT TYPE: BEAST / SPRINT
- TEAM TYPE  
BEAST: 12-PACK / 6-PACK (ULTRA)  
SPRINT: 6-PACK / 4-PACK
- GROUP TYPE: OPEN / MASTER / CORP-SERVICE
- GENDER TYPE: CO-ED / MALE / FEMALE

## RUNNER REGISTRATION ITEMS

- NOTIFY RUNNERS ON TEAM TO REGISTER  
SEND RUNNERS: TEAM NAME & TEAM PASSWORD
- ASSIGN CO-CAPTAINS (TEAM ADMINS)  
ADD CO-CAPTAINS AS ADMINS ON TEAM PAGE
- COLLECT MONEY FROM RUNNERS

## TEAM ORGANIZATION

- DETERMINE RUNNER POSITIONS
- SETUP GOOGLE DOC FOR TEAM  
RUNNER CONTACT INFO, RUNNER 10K PACES, RUNNER POSITIONS, PAID FOR REGISTRATION, ETC
- COORDINATE TEAM MEETINGS
- RECRUIT VOLUNTEERS  
WILL RECEIVE DISCOUNT INTO NEXT YEARS RACE

## SAFETY PLANNING

- READ RACE RULES & REGULATIONS
- SAFETY GEAR  
REFLECTIVE SAFETY VEST (1/RUNNER)  
HEADLAMP or FLASH LIGHT (2/VAN)  
FLASHING LED TAILLIGHT (2/VAN)  
EXTRA BATTERIES

## TRAVEL ARRANGEMENTS

- TEAM VEHICLE  
ENSURE YOUR VEHICLES MEETS REQUIREMENTS
- BOOK HOTELS @ START / FINISH  
SEE HOTEL SPONSORS FOR EVENTS
- TEAM EXTRAS  
DECORATIONS, CUSTOMES, TEAM SHIRTS, ETC

## PRE-RACE DAY ITEMS

- FINAL TEAM UPDATES  
TEAM NAME, TEAM PACE, T-SHIRT SIZE, ETC
- START TIME: \_\_\_\_\_  
WILL BE ASSIGNED TO YOU BASED ON TEAM PACE
- ACCESS TO TEAM TIME TRACKER  
P2B TO EMAIL TEAM TIME TRACKER LINK
- PRINT / DOWNLOAD RACE MAPS  
BREW BOOK (COURSE MAPS) & EXCHANGE MAPS
- ACCESS DIGITAL GOOGLE COURSE MAP  
TRACK LOCATION ON COURSE: GOOGLE MAPS APP
- OPT-IN TO RACE DAY MESSAGING

