

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 (STANDARD) / 6-PACK (ULTRA)
SPRINT: 6-PACK / 4-PACK
- GROUP TYPE: OPEN / MASTER
- 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

