TEAM CAPTAIN CHECKLIST

P2B EVENT: _____ **EVENT DATE:** _____

TEAM REGISTRATION ITEMS

- ☐ TEAM NAME: _____
- ☐ TEAM PASSWORD: _____
- ☐ TEAM PACE (mm:ss): _____
    IMPORTANT: SEE P2B ONLINE TEAM PACE CALCULATOR
- ☐ EVENT TYPE:
    ROAD: BARK EATER / SPRINT
    TRAIL: TRAIL RELAY
- ☐ TEAM TYPE
    4-PACK / 6-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
- ☐ ORGANIZE RUNNER INFORMATION
    CONTACT INFO, 10K PACES, RUNNER POSITIONS, ETC.
- ☐ COORDINATE TEAM MEETINGS
- ☐ RECRUIT VOLUNTEERS
    SEE DETAILS ONLINE REGARDING VOLUNTEERS

SAFETY PLANNING

- ☐ READ EVENT RULES & REGULATIONS
- ☐ SAFETY GEAR (NIGHT RUNNING)
    REFLECTIVE SAFETY VEST (1/RUNNER)
    HEADLAMP or FLASH LIGHT (2/VEHICLE)
    FLASHING LED TAILLIGHT (2/VEHICLE)

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-EVENT 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 EVENT MAPS
    COURSE MAPS & EXCHANGE MAPS
- ☐ ACCESS DIGITAL GOOGLE COURSE MAP
    TRACK LOCATION ON COURSE: GOOGLE MAPS APP
- ☐ REVIEW EVENT SAFETY BRIEF
- ☐ OPT-IN TO EVENT DAY MESSAGING