



# CHARLES RIVER CENTER 5K RUN /1 MILE WALK



## TEAM CAPTAIN PACKET



## 2019 Team Challenge

**Event Details:** Sunday, September 22, 2019 at Charles River Center, 59 East Militia Heights Drive, Needham

Starting Time: 11:00 am

**Team Criteria:** Anyone can form a team!  
Coworkers, employees, friends, family, neighbors, housemates etc.  
Teams must have a minimum of 5 members to qualify for team prizes  
Team Captain receives a free entry for every 5 team members who sign up.

**Team Registration:** You can form a team when you register for the race. Go to <http://www.charlesrivercenterroadrace.com/> and click on the "online registration" link

### Team Registration Style

Please select a method of registration below:

- Join a Team: *Pick from a list of team names on the next page and join your team.*
- Create a Team: *Once you create a team, participants can join your team under the "join a team" option above.*
- Individual Registration: *Register as an individual participant.*

To create a team, select the "create a team" option. After you create a team, participants can join your team by selecting the "join a team" option above when they register.

**Team Awards:**

- Top Fundraising Team
- Largest Team
- Most Team Spirit

**Contact:** Hilary Ryan, Vice President, Development

Email: [hryan@charlesrivercenter.org](mailto:hryan@charlesrivercenter.org) or (781) 972-1030



## Team Captain Responsibilities:

- Be the point of contact for all your team members for any questions and/or concerns that they may have prior to the event
- Be the person to pick up your team members' bibs on Saturday, September 21, 2019 between 10:00 am – 2:00 pm
- Ensure that team online registrations are complete and correct
- Invite new team members: share the link to your fundraising page via email, tweet, Facebook etc.
- Encourage team members to set up their own fundraising pages
- Encourage team spirit – come up with a fun and creative theme that will set you apart on race day!
- Don't forget to have your team's photo take at the race!

## Team Fundraising:

You can create a fundraising page when you register for the race. Go to <http://www.charlesrivercenterroadrace.com/> and click on the "online registration" link

**Event Fundraising**

Support the Charles River Center with an additional donation. Please enter dollar amount below:

Your donation \$

If you would like to make the donation in name of a specific fundraiser, please select their name below:

Select

**Sign-up to Fundraise!\***  
Select YES below to sign up for a fundraising account for Charles River Center 5K/1Mi Walk!

Yes!

Select "Yes!" from the drop down menu. After you have completed the registration process, you will receive an email confirmation that will provide step-by-step instructions on how to set up your own personalized fundraising page. *Encourage all your team members to set up their own personalized fundraising pages as well!*



## Team Captain Timeline

July  
and August:

- Register for the race <http://www.charlesrivercenterroadrace.com/online-registration.html>
- Recruit friends and family to participate on your team
- Provide friends and family the link to your fundraising page or encourage them to make a direct donation to the Charles River Center
- Like Charles River Center on Facebook. <https://www.facebook.com/TheCharlesRiverCenter/> Follow Charles River Center on Instagram @charlesrivercenter and Twitter @charlesrivercen. Refer to our **Social Media Toolkit** for more ideas and suggestions on how to promote the event on social media
- Encourage team members to set up their own fundraising pages
- Encourage friends/family who don't want to walk or run to volunteer. Volunteer sign up: <http://www.charlesrivercenterroadrace.com/contact-usvolunteer.html> Remember– there's a great after-party as well!

September:

- Continue to promote the event and encourage further donations on your Facebook, Instagram, Twitter, email etc.
- Go to your team page and make sure all team members' names, demographic information, t-shirt size etc are filled in completely and correctly
- Finalize any pre-registration of team members
- Pick up team's t-shirts and swag bags at the Charles River Center on Saturday, September 21, 2019 between 10:00 am—2:00 pm.
- Send out a final reminder to team members to meet at the Charles River Center for the start of the event.
- September 22nd: be sure to get a team photo! Charles River photographers will be organizing photos of each team.
- Good luck during the race and be sure to stick around for the after-party!

***Thank you for supporting the Charles River Center!***