

Your team is now created and you want to know the next steps in order to plan your weekend?

Here is THE TO-DO LIST in order to be ready for the event!

AS SOON AS YOU HAVE CREATED YOUR TEAM

	Book hotel accommodations for the team
	Order the team jackets before October 31 to get the Helly Hansen discount and a chance to win merino wool undergarments for your whole team!
	Create a private Facebook group to facilitate team communications
	Delegate some tasks from this list to your teammates

SEPTEMBER

	Plan team fundraising activities
	Hold a group activity to mark the start of the team's preparation for the event

OCTOBER

	Continue fundraising activities
	Is your team complete? If not, work on recruiting missing participants
	Hold a team activity to inject momentum into your teammates' donation drives
	Attend the 24h Launch Cocktail

NOVEMBER

	Continue fundraising activities
	Event planning: organize hotel sleeping arrangements, food and supplies needed for the weekend
	Plan the relay schedule (see attached example)
	Hold a team activity to inject fresh energy into the teammates' donation drives
	Hold a team meeting to go over technical details (relays, lodging, food, carpooling, activities at the event venue)
	November 24: Last day to register participants on your team

DECEMBER

	Establish rendezvous points for teammates during the event
	For the sake of everyone's safety, read the <i>Brookfield Good Practices</i> guide
FRIDAY, DECEMBER 8	
	From 9:00 a.m.: Participant Services office opens; sign in the team, get hotel room keys, finalize last-minute
	Give teammates their tuques and other materials required for participation
	Attend captains' meeting (time depends on your participation category)
	9:00 p.m.: Friday night party
	10:00 p.m.: End of individual donation drive
SATURDAY, DECEMBER 9	
	Participants' Breakfast
	Sponsored child's presentation
	Plan a final team meeting before the event starts; take care of final details
	11:00 a.m. : Assembly in front of the Marriott Hotel to get ready for the start
	Noon: Official departure, all categories
SUNDAY, DECEMBER 10	
	11:30 a.m.: Official tally of donations
	Noon: Official finish for all categories
	12:15 p.m.: Prize ceremony for top fundraisers
	1:00 p.m.: Hotel checkout
	1:30 p.m.: General sporting results presentation

TIPS

- To conserve cell phone battery life, turn off WiFi access
- If you have any questions during the 24-hour weekend, please visit the 24h info kiosk

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by children's
causes