

THE CAPTAIN'S TO-DO LIST

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 to get the Helly Hansen discount.
	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.
	September 29: Attend the 24h Launch Cocktail.

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.

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 25: Last day to register participants on your team.

DECEMBER

	Establish rendezvous points for teammates during the event.
FRIDAY, DECEMBER 9TH	
	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.
	7:00 p.m.: Friday night party.
SATURDAY, DECEMBER 10TH	
	Participants' Breakfast.
	11:15 a.m.: Sponsored child's presentation at the bottom of the slopes.
	Plan a final team meeting before the event starts; take care of final details.
	11:30 a.m.: Gathering in the Start Area at the bottom of the slopes for the 24h's Kick-off.
	Noon: Official departure, all categories.
SUNDAY, DECEMBER 11TH	
	10:00 a.m.: Official tally of donations.
	11:30 a.m.: Official finish for all categories.
	Noon: Official finish for all categories.
	12:15 p.m.: Prize ceremony for top fundraisers.

TIPS

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

Have a nice 24h!