

# 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.
	<b>September 27:</b> 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).
	<b>November 24:</b> Last day to register participants on your team.

## DECEMBER

	Establish rendezvous points for teammates during the event.
<b>FRIDAY, DECEMBER 8<sup>TH</sup></b>	
	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.
<b>SATURDAY, DECEMBER 9<sup>TH</sup></b>	
	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.
<b>SUNDAY, DECEMBER 10<sup>TH</sup></b>	
	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!