



presented by



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.

OCTOBER

October 2nd: Attend the 24h Launch Cocktail.
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 29: Last day to register participants on your team.

DECEMBER

Establish rendezvous points for teammates during the event.
FRIDAY, DECEMBER 13TH
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 14TH
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 15TH
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!