



## HELPFUL HINTS ON RUNNING YOUR TEAM:

- ❖ Put your team # on everything you turn in – checks, forms, etc.
- ❖ Make sure forms are complete & have all the necessary information
- ❖ Copy all of your team member information on to a master team roster
- ❖ Make a copy of the roster for your files
- ❖ Make sure each team member has donation receipt book and collection envelopes
- ❖ Keep copies of all of the forms/donation envelopes turned in
- ❖ Start a notebook or a spreadsheet with all the team member information
- ❖ Do a memo or a team newsletter to your members with your goals, what forms they need to turn in and Relay deadline dates (t-shirts, \$\$\$, forms, etc)
- ❖ Start a team e-mail distribution list – keep your members informed, forward e-mails with Relay activity information, get everyone motivated, share fundraising ideas, organize the walking schedule for your team, etc.
- ❖ Check the team captain packet for helpful information
- ❖ Attend all team captain meetings
- ❖ Encourage team members to help you – delegate, delegate!
- ❖ Turn in all forms before the deadlines – you miss out on getting your t-shirts if all of the forms are not turned in.

## IMPORTANT DATES:

- ❖ Mark your calendars for Relay Rallies, bank nights, t-shirt order form deadline – keep your team members informed. Check the "Relay Chat" newsletters for dates and deadlines. Keep up to date at all times – check the Lebanon Relay web site: [www.lebcorelay4life.org](http://www.lebcorelay4life.org) – (add it to your favorites!) meeting times may sometimes be changed if necessary. Add your e-mail address to our broadcast list and encourage your team members to add theirs as well to keep up with the latest news and announcements!
- ❖ Saturday, January 21, 2006 - Team Captain University, 9:00 am - noon, CCHS LGI Room
- ❖ Wednesday, February 22, 2006 - Relay Rally, 5:30 pm, CCHS LGI Room
- ❖ Wednesday, March 29, 2006 - Relay Rally, 5:30 pm, CCHS LGI Room
- ❖ Wednesday, April 19, 2006 - Relay Rally, 5:30 pm, CCHS LGI Room
- ❖ Thursday, May 11, 2006 and Tuesday, May 16, 2006 - Bank Nights / Days
- ❖ Friday & Saturday, May 19-20, 2006 - RELAY FOR LIFE!

## PREPARING FOR THE EVENT:

- ❖ Encourage your team members to raise a minimum of \$100 each
- ❖ Decide if you are going to order a tent – divide the cost between team members and order it soon – they go fast!
- ❖ Designate a team member to organize the food if you are going to eat at your tent area – don't forget the water!
- ❖ Use the form in the team packet (Team Member Information) to determine who is staying over, and who would like to walk at what times, etc.

- ❖ Make a list of what everyone should bring for themselves and see who can bring things to help the team – tent, chairs, tables, decorations, etc.
- ❖ Come up with ideas for tent decorating - this year's Relay theme is the "Wild Wild West" - be creative!
- ❖ Start fundraising – get everyone on your team to think of things to do to raise funds – bake sales, car wash, neighborhood tag sales, etc.
- ❖ Fundraising events can be posted on the web page - send details and/or flyers to Laura ([laura@lebcorelay4life.org](mailto:laura@lebcorelay4life.org)) for the "Relay Chat" newsletters and to post on the website calendar!
- ❖ Turn team money in as fundraisers are completed.
- ❖ Make sure the remainder of your funds are turned in at bank nights - this is also when you can pick up your t-shirts and any incentive gifts.
- ❖ Purchase luminarias - deadline to be entered into the event program is April 3, 2006!
- ❖ Make sure your team members know where your site is or what the team number is to look up your location on a map.

### DAY OF THE EVENT:

- ❖ Make sure your team knows that drop-off/set-up times in the tent area are 3:00 - 6:00 pm ONLY!
- ❖ Enlist the help of several team members to help you set up.
- ❖ Report to Team Captain Check-in as soon as you can the day of the event to get your wristbands. Youth members of every team must wear wristbands. ALL Youth team MUST have at least 1 chaperone per every 10 youth at the event for the entire 24 hours.
- ❖ Distribute t-shirts (if you haven't already done so)
- ❖ Turn in any last minute team money to the Registration tent.
- ❖ All traffic must enter the high school property through the Evergreen Road entrance. Follow security/parking attendants – unload your stuff quickly and move your car immediately – there are a lot of people that need to unload their stuff before 6:00 pm! After 6:00 pm Falcon Drive will be completely closed down in order for the safety of all participant crossing the driveway. Bringing a wagon to help you move your things is a great idea!
- ❖ Post your walking schedule at your tent for everyone's reference.
- ❖ Have an item to "Relay" from person to person as their time comes to walk.
- ❖ Make sure everyone is aware of the event and School District Rules and Regulations.
- ❖ Keep a list or notebook of all emergency numbers and important team member information available at your site.
- ❖ No smoking, no alcohol, no open flame – except for small cooking grills.
- ❖ Have fun, participate in the activities, be enthusiastic, support our "Survivor" friends and neighbors.
- ❖ Recycle your cans! Cans will be placed sporadically throughout the tent and track areas.
- ❖ Clean up your area – throw away all trash in the appropriate receptacles.
- ❖ Leave your area as immaculate as you found it!
- ❖ Stay until 6:00 pm on Saturday to see if we make our 2006 goal, and to see if you win anything.

### OTHER:

- ❖ Don't forget: Tents, sleeping bags, pillows, warm clothes, sneakers, sun screen, flashlights or lanterns, utensils, paper goods, trash bags, beach chairs, food, beverages, water, sunglasses, money for the silent auction/drawing, tarps, radio or walkmans, decorations, tissues, raingear (just in case – but we did put an order in for beautiful weather), bring your friends, bring your relatives, invite someone who has never been to Relay!
- ❖ Words of caution – do not leave valuables in your tent area, lock them in your car or take them with you.
- ❖ Be sure to thank your team members for participating.
- ❖ Be sure to thank the event sponsors for helping with the effort.

- ❖ Bring all monies received after the event to the American Cancer Society office at 526 Cumberland Street, Lebanon. If you mail it, please be sure to include your team number and participant name if possible.
- ❖ After 6:00 on Saturday, sit back, put your feet up, 364 days to Relay 2007!