



# Team Captain Timeline and Checklist

Saturday, Sept. 16, 2017  
Coney Island

## 8 Weeks Before

- ☐ If applicable, review last year's totals and determine opportunities and challenges for this year
- ☐ Meet with your CEO/Leadership to confirm his or her commitment
- ☐ Register your team on [cincywalks.org](http://cincywalks.org)
- ☐ Recruit employees to join your team
- ☐ Visit [cincywalks.org](http://cincywalks.org) and review the online toolkit for materials and ideas

## 6 Weeks Before

- ☐ Set a team goal and customize your team's fundraising page—and help your teammates set up their own pages!
- ☐ Attend a Team Captain Roundtable, hosted by the Cincinnati Walks for Kids team
- ☐ Plan your team fundraising events (jeans day, cookout, bake sale, etc.)
- ☐ If needed, download materials, including deposit slips and customizable flyers for all employees
- ☐ Host a Kickoff Celebration—offer free food to encourage attendance

## 2-4 Weeks Before

- ☐ Conduct fundraising events
- ☐ Post your team progress on social media
- ☐ Create an inter-office challenge to boost fundraising
- ☐ Conduct a leadership giving campaign and send communications from your CEO/Leadership endorsing your walk team
- ☐ Promote your team and encourage additional employees to join

## Walk Week

- ☐ Pick up your T-shirts and bibs at Advance Walker Check-In
- ☐ Coordinate a pre-walk meeting at the team meet-up area in the walker check-in area
- ☐ Schedule a time to take your team photo on walk day by emailing [walk@cchmc.org](mailto:walk@cchmc.org)

## Walk with us on Saturday, Sept. 16!

- ☐ Get your group photo at the team meet-up area in the walker check-in area
- ☐ Walk and enjoy all that Coney Island has to offer!

## Post Walk

- ☐ Announce results to your team
- ☐ Thank all contributors with a celebration event, letter, email or visit from a walk representative
- ☐ Conduct a debrief with your team and develop a written summary for next year