

TeamMS Activity Checklist

Team Captain: _____

Event: _____

Team Name: _____

Weeks Out	Activity	Date	Responsibility	Notes
-16 to -12	Getting Started <ul style="list-style-type: none"> • Register yourself as a Team Captain and create a unique team name. • Announce your participation to the world & recruit Team members! • Organize Team meeting: determine Team goals & develop an overall plan <ul style="list-style-type: none"> > Brainstorm! Determine special fundraising and social event activities I.e. Kick-off, BBQ etc. > Appoint Team co-captain(s) and volunteers > Identify roles and responsibilities such as; Coordinator for special events, Coordinator for Team identifier (shirts, hats, jerseys etc), Media/PR/Website or other new media - Set timelines 			
-12 to -8	Implement the plan <ul style="list-style-type: none"> • Initiate Team member recruitment activities • Announce recruitment, fundraising, social and other special event activities • Seek workplace support <ul style="list-style-type: none"> - Disseminate and display TeamMS posters, flyers, brochures, etc. - Check for corporate matching gift opportunities - Organize "Kick-off" event - Utilize company intranet/newsletter/website • Order team identifier (shirts, hats, jerseys etc) 			
-10 to -2	Taking action and Pulling it together <ul style="list-style-type: none"> • Initiate personal and team fundraising activities, implement special event(s) • Ongoing recruitment and fundraising updates and tips • Review timelines; tie-up loose ends 			
-2 to -1	The Final Push <ul style="list-style-type: none"> • Communicate final fundraising push • Finalize Team identifier production and delivery • Communicate event day info and final plans. I.e meeting time and place 			
0	Event Day <ul style="list-style-type: none"> • Hand out team identifier • Coordinate team photo & Have Fun! 			
+1 to +2	Post Event <ul style="list-style-type: none"> • Send thank you announcing totals, prize winners, social, etc. • Wrap up party - invite Team members, donors, sponsors, everyone! 			