



Company Captain Checklist

Complete the following items to insure proper entry of your company team in the Chase Corporate Challenge©.

- Read and understand all of the information provided on the website as well as any additional or changed information provided in the race packet.
- Create your team online.
- Build your team through posters, email, company newsletter, etc. Encourage staff to participate - they don't have to be top class runners. Walkers and joggers are welcome!
- Provide all relevant information and materials to your team members to ensure that they register correctly, run safely, and comply with all rules and procedures of the Chase Corporate Challenge.
- Designate your Most Senior Executive entrant, if applicable, using Captain tools.
- Finalize your team and submit payment (if necessary) once all participants have registered.
- Review the hospitality options described on the website. Make your plans and reservations for race night.
- Publicize the location of your race night company meeting place.
- Design and order your company t-shirt, if desired. Submit your entry in the T-Shirt Contest, which provides prizes for the top three designs.
- Obtain your Race Packet and distribute race day information and materials to your team members.
- Collect times and form your scoring teams on race night. Submit scores online to be included in the official results.