

## Team Captain Checklist

Complete the following items to insure proper entry of your company team in the J.P. Morgan 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 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 J.P. Morgan Corporate Challenge.
- 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.
- Design and order your company T-shirt, if desired.
- Obtain your Race Packet and distribute race day information and materials to your team members.
- Publicize the location of your race night company meeting place.
- Confirm your scoring teams using Captain's Tools after the race, to include them in the official results.

*\* While we strive to accommodate teams of all sizes, we also want to make sure everyone has the ability to run. The Series team reserves the right to limit the team size based on capacity.*

## Additional Questions?

Email us at [buffalo@corpchallenge.jpmorgan.com](mailto:buffalo@corpchallenge.jpmorgan.com).