

Team Captains Checklist

Pre Event

- Personalise your team page
- Recruit team members
- Plan some team training days followed by breakfast
- Develop a team activity or fundraising strategy
- Create a contact list of team members
- Create a team roster
- Ask team members about sleeping arrangements (for 24-hour events)

Today is the day! Have you packed...

- Sleeping bags, tents, pillows (if you're planning to stay the night - for 24-hour events)
- Gym towels one towel will get wet so bring a few dry ones
- Paddle extra paddle just in case one breaks
- Additional chairs (optional)
- · Warm clothes and warm clothes
- Food and snacks
- Money to purchase food (cash or card)
- Refillable water bottle
- Crazy costume, team shirts, club colours, mascot