



# CORPORATE CHALLENGE 2017 CAPTAINS PACKAGE



**Proceeds supporting:**



# Welcome to the London Corporate Challenge 2017

---

Corporate Challenge Team Captains,

This document is designed to help you make your team's participation in Corporate Challenge a success. We hope that the following information will help you to stay organized, understand what is required of you as a team captain, and most importantly will allow your team to enjoy a fun-filled day of activities at our event.

Corporate Challenge is a one-day event to support the mission of The Ronald McDonald House of South Western Ontario. **Money raised at the event and through the fundraising efforts of your team will go directly to a child / family in need.**

The London Corporate Challenge will be held on **Saturday July, 8th 2017 in Harris Park.**

Each team will compete in ten (10) "events" during the day; these events are fun-filled, silly contests that are enjoyable and entertaining to compete in. Some examples are shown below:



Businesses and organizations throughout the London area will enter teams into Corporate Challenge to share an amusing day with friends and co-workers and to show their support to the community. Normally each team develops their own team t-shirts to promote their companies spirit and as a keepsake for participants.

While this event occurs on one-day, your team's activities should begin now. We ask each team to fundraise for this event to support our charity, while our goal is to raise \$1,200 per team entered, our hope is that each team will surpass this amount and make this event as success. There are prizes for the top individual and team fundraisers, but the real reward is knowing that you helped to brighten a child's life.

The best way to describe Corporate Challenge is that it is an adult "play-day". It is meant to be enjoyed with that same boundless enthusiasm that children bring to recess everyday; we are all glad your team has chosen to join us as we celebrate this years event

Sincerely,

The London Corporate Challenge 2017 Organizing Committee

**Be sure to follow us on social media for info. about the event and some fun prizes and contests as soon as you register... tell your teammates to do so as well!**

**Facebook: London Corporate Challenge**

**Instagram: LCC\_2017**

**Twitter: LCC\_2017**

# **CORPORATE CHALLENGE 2017 TEAM CAPTAINS CHECKLIST**

This checklist is designed to give you quick reference to the minimum activities you and your team should be undertaking to ensure your participation in Corporate Challenge is a success. Each item is explained in more detail on the pages that follow.

## **FIRST STEPS**

- Recruit 8-12 team members. You need a min of 8 people to run through each of the 10 events.
- Meet with your team to select:
  - a team name
  - a co-captain to help you along the way
  - a team fundraising target (suggested minimum \$1,200)

## **WEBSITE**

- Register your team at [www.londoncorporatechallenge.com](http://www.londoncorporatechallenge.com) (mandatory)
- Invite all team members and volunteers to register and join your team (mandatory)
- Create your team and personal fundraising pages

## **FUNDRAISING**

- Decide if your team is going to fundraise on-line, using pledge sheets, holding a fundraising event, or all of the above
- Set ambitious fundraising goals and monitor your teams' progress (Note: \$1,200 fundraising target for a team of 12 is only \$100 each, many teams will set more aggressive targets)
- Provide team members with resources required to fundraise properly (i.e. pledge sheets)

## **ALONG THE WAY**

- Decide on team uniforms to promote your company
- Decide if your team wants to have a tent in tent city
- Delegate responsibility to team members for items required on event day
- Keep in touch with your team member to ensure they are meeting their fundraising goals

## **CAPTAIN'S MEETING**

- Prior to the Captain's meeting, collect all off-line fundraising to date from team members
- Attend meeting
- Share information from Captain's meeting with team members

## **JUST PRIOR TO EVENT**

- Communicate last minute information to your team

## **EVENT MORNING**

- Arrive early
- Register your team prior to 8:00 am
- Distribute your itinerary to team members
- Get Ready for your first event
- Collect all last minute fundraising from team members
- Ensure your volunteers register prior to 8:00 am
- Attend Opening Ceremonies
- Remind team members to have fun!!!

## **EVENT DAY**

- Ensure your team is at each event 10 minutes early
- Make sure your team gets home safely

## **POST EVENT**

- Remit any outstanding fundraising to The Ronald McDonald House
- Provide us your comments, concerns and suggestions through our post event survey, which will be sent out a week after the event.



### **TEAM CAPTAIN'S RESPONSIBILITIES:**

#### **Successful Team Captains see their role as:**

1. Building a team: recruiting people who will be an asset to your team
2. Having a vision/plan helping to set ambitious fundraising goals, serving as an example to your team
3. Equipping the team to achieve its goals providing your team with the resources they need, staying organized and tracking progress, filling in where needed, using people's talent
4. Communicating with the team be sure to stay in touch with your teammates
5. Motivating and encouraging team members fostering a competitive spirit, thanking people throughout the process

## IMPORTANT DATES

### EVENT DETAILS

Date: **Saturday July 8th 2017**

Time: **Opening Ceremonies @ 8:00 am**  
**Event's Run from 8:30 am to 4:00 pm**  
**Closing Ceremonies @ 5:00 pm**

Location: **Harris Park, London Ont.**

### CAPTAINS MEETING

Date: **Thursday June 22nd, 2017**

Time: **6:30 pm**

Location: **Joe Kools**

## **FIRST STEPS**

### **☐ Recruit 8-12 team members**

Teams are required to have eight (8) participants at each of the ten (10) events throughout the day. Normally teams will consist of 8-12 members to ensure enough players are available throughout the day (e.g. bathroom breaks).

In addition to the 8-12 team members, each team is **asked, not mandatory,** to provide a minimum of two volunteers for the event. These volunteers will be used in various roles throughout the event (e.g. assisting at an event, selling refreshment tickets, parking control, etc.).

### **☐ Meet with your team to select:**

- ☐ a team name**
- ☐ a co-captain to help you along the way**
- ☐ a team fundraising target (suggested minimum \$1,200)**

Your team name should reflect the spirit of your organization and will help promote your company throughout the day.

You will likely want to have a co-captain to help you keep your team organized along the way. Dividing up the duties of the captain between two people will help to ensure nothing is missed.

Please set aggressive fundraising targets for your team. Remember money raised will go to helping The Ronald McDonald House of South Western Ontario. A fundraising target of \$1,200 for a team of 12 is only \$100 each; your team may be comfortable with a more aggressive target.

## **WEBSITE**

- ❑ Register your team at [www.londoncorporatechallenge.com](http://www.londoncorporatechallenge.com) (mandatory)**
- ❑ Invite all team members and volunteers to register and join your team (mandatory)**

Register your team at [www.londoncorporatechallenge.com](http://www.londoncorporatechallenge.com)

There is a \$400 fee to enter a team in Corporate Challenge. The entry fee is used to offset the costs of costs, tent rentals, equipment rentals, waste containers, port-o-potties, security, police, volunteer lunches etc. etc.).

After you have registered your team, follow the instructions to:

1. Invite your team members to register on-line and create their personal fundraising pages, and;
2. Invite your volunteers to register on-line and identify they are volunteers from your team.

Our volunteer coordinator will contact your teams' volunteers via email to ensure they are signed up for the volunteer activity of their choice. All volunteers will be provided with lunch, two refreshment tickets and a volunteer t-shirt; and will participate in a fun-filled day while helping our charity to meet its fundraising goals.

### **❑ Create your team and personal fundraising pages**

Encourage your team to use both the on-line fundraising tools provided through our website and to use the pledge sheet attached to this package running Corporate Challenge (i.e. event to solicit donations. Your team might also consider holding a fundraising event (such as a bake sale etc.).



## **FUNDRAISING**

- ❑ Decide if your team is going to fundraise on-line, using pledge sheets, holding a fundraising event or all of the above**
- ❑ Set ambitious fundraising goals and monitor your teams' progress (Note: \$1,200 fundraising target for a team of 12 is only \$100 each, many teams will set more aggressive targets)**
- ❑ Provide team members with resources required to fundraise properly (i.e. pledge sheets)**

Distribute paperwork to team members (i.e. pledge sheets) and keep in touch with team members to keep them motivated and to monitor the progress of your team's fundraising activities.

Keep track of the number of pledge sheets provided to each team member to ensure your team is properly credited for all funds raised. There are prizes for top fundraising teams and individuals.

**Note:** Pledge sheets are attached to this package and can be printed and distributed to team members are required. Please keep track of the number of pledge sheets you have provided to each team member to ensure your team is properly credited for all funds raised.

**Note:** Holding a fundraising event can be a fun and quick way to raise funds towards your fundraising goals. Fund raising event ideas can be found easily on the Internet.

## ALONG THE WAY

### ❑ **Decide on team uniforms to promote your company**

Team uniforms are a great way to promote your company and team spirit and make a great keepsake for team participants. If you would like to incorporate the Corporate Challenge logos into your uniforms, please feel free to do so. **Contact us at if you would like the Corporate Challenge logo file for your design (info@londoncorporatechallenge.com).**

### ❑ **Decide if your team wants to have a tent in tent city**

**\*\*\* Big Top Tent Rentals is the London Corporate Challenges official tent supplier\*\*\***

**Please contact Tim to rent a tent : (519) 661-8603**

You will likely want to bring or rent a team tent for the day to give your team a headquarters to leave refreshments, food and personal belongings while competing in the events.

If you rent a tent, please arrange to have the company set it up on Friday July 7th, 2016 so it is ready for you on event day.

If you bring your own tent, you may set up on Friday July 7th, 2016 or event day, whichever works best for you. (Please note: vehicles are not allowed in the park on event day).

**Note:** If you are going to have a tent or plan to bring a tent please contact us to have a space assigned in tent city for your team.

**Note:** While we will have security on site, we are not responsible for the security of your tent or possessions; please do not leave valuables unattended.

**Note:** All tents have to be out of Harris Park on event day by 11:59 am.

## **❑ Delegate responsibility to team members for items required on event day**

Your team will want to consider:

- Who will bring the tent or arrange the rental?
- Do you want to decorate your tent to promote your company?
- Who will bring sunscreen, first-aid kits, etc.?
- Each participant will want to consider bringing a change of clothes and weather appropriate clothing as this event will run rain or shine and some events may include water elements (i.e. super soakers) that may get your team wet.
- Food will be available to purchase on site

## **❑ Keep in touch with your team member to ensure they are meeting their fundraising goals**

## **CAPTAIN'S MEETING**

- ☐ Prior to meeting, collect all off-line fundraising to date from team members**
- ☐ Attend meeting**
- ☐ Share information from Captain's meeting with team members**

About one month before the event we will have a captains meeting for all team captains to attend. Details will be sent to you via email closer to the meeting date. We will provide an overview of the events your team will see in Corporate Challenge and answer any questions you may have.

Prior to the Captains meeting, be sure to collect all team members' completed pledge sheets and donations and bring them to the meeting.

## JUST PRIOR TO EVENT

### ☐ **Communicate last minute information to your team**

Communicate to your team the information they will need when they arrive at the event:

- **Parking:** limited parking is available at the event site, please encourage team members to carpool or be dropped off for the day
- **Arrival:** Please remind all team members to be on-site by 7:00 am (and no later than 7:30 am). Opening ceremonies will start at 8:00 am and events will begin at 8:30 – 9:00 am. Arriving early will help ensure your team will be organized throughout the day.
- **Location of team tent:** your tent rental company will provide you a site number within tent city for your teams reference to find the team tent. Or if you set your tent own tent, please communicate the location to your team members prior to their arrival.
- **Clothing:** please ensure your team brings weather appropriate clothing (this event will run rain or shine) and a change of clothes as some events may include water elements and you may get wet.
- **Getting Home:** be safe, plan ahead, encourage team members to have a plan for getting home:
  - use a taxi (taxis will be available on-site)
  - have a designated driver
  - use public transportation
  - call home to be picked up
  - **DO NOT DRINK AND DRIVE (ensure all team members have a safe way home)**

## **EVENT MORNING**

- Arrive early**
- Collect all last minute fundraising from team members**
- Register your team prior to 8:00 am**
- Ensure your volunteers register prior to 8:00 am**
- Distribute your itinerary to team members**
- Attend Opening Ceremonies**
- Get Ready for your first event**
- Remind team members to have fun!!!**

Your team should be on-site, registered and settled in well before the opening ceremonies to ensure you are not rushed. Most teams will try to get on site by 7:00 am.

Collect all last minute donations from team members and register your team: drop off all remaining fundraising and pick up their event schedule package (contains times for your team to be at each of the individual events and a brief description of each event). Ensure your team Volunteers register in the volunteer area prior to 8:00 am.

Distribute to team members prior to opening ceremonies at 8:00 am.

Encourage your team to attend the opening ceremonies.

Get ready for your first event!!!

Remember to encourage your team members to Have Fun throughout the day, and to interact with teams from other area businesses, we are all involved because we want to help our charity and the first step is to enjoy ourselves throughout the event!!!

## **EVENT DAY**

- ☐ Ensure your team is at each event 10 minutes early**
- ☐ Make sure your team gets home safely**

Throughout the day, captains will ensure their teams are at each event site 10 minutes before their scheduled event start time to register their team with the individual events and to be ready to play when their time arrives.

Ensure each member of your team has a safe method of getting home

## **POST EVENT**

**Remit any outstanding fundraising to The Ronald McDonald House of South Western Ontario**

Ask team members to submit any fundraising receiving post-event to you, when you are sure all funds have been collected please send to:

**Contact us with any comments, concerns or suggestions**

Please let us know how we did or offer suggestions for improvements to

future Corporate Challenge events by emailing:



info@londoncorporatechallenge.com

Ask team members to submit any fundraising receiving post-event to you, when you are sure all funds have been collected please send to:

London Corporate Challenge

C/O RMH

741 Baseline Rd East

London Ont

N6C 2R6

**☐ Contact us with any comments, concerns or suggestions**

Please let us know how we did or offer suggestions for improvements to

future Corporate Challenge events by emailing:

info@londoncorporatechallenge.com