

**JOIN THE FUN AT LONG ISLAND'S LARGEST OFFICE PICNIC!
A 3.5 MILE CHALLENGE OPEN TO ALL RUNNERS AND WALKERS**

Tuesday July 30, 2019 AT 7PM

JONES BEACH STATE PARK

COMPANY CAPTAIN ENTRY CHECKLIST

14th Annual
**MARCUM
WORKPLACE
CHALLENGE**

If you'd like to reserve a no cost "site" for your company on race evening

- Please complete the online Site Reservation Form available at: www.marcumworkplacechallenge.com/registration.
- If you will be using a tent (either your own, or a rental), please complete the NYS Tent Permit Form and mail it to the address in the NYS Tent Permit Packet.
- All Site Reservation Forms MUST be in no later than June 14 to ensure a reserved location.
- Please be sure that all of your chairs, tables, etc. fit within your site. You will not be allowed to setup outside of your allotted site space.

Entry Fees (per team member):

- Early Entry Fee: \$24 through June 1, 2019
- Entry Fee: \$28 June 2 - July 26 (midnight), 2019
- Late Entry Fee: \$35 July 27 through July 30, 2019

To register your team, please visit www.marcumworkplacechallenge.com

- Click on the REGISTRATION bar at the top of the page
 - Download the Team Captain's Team Management Guide and follow the instructions to create and manage your team. Please note, if you registered a team last year, you can use the same log-in/password but will need to create a new team each year (you can use the same Team Name).
 - Choose "Captain Pays" if the entry fees will be paid for by your company. Participants may pay for themselves. It is not a requirement that a company pay the entry fee
- Send out an e-mail to your company employees with the link providing instructions for them to register online
- Once your team is complete, make sure to remit payment either by credit card online or by creating an invoice and sending a check to:
Marcum Workplace Challenge
C/O GLIRC
101 Dupont Street, Suite 24
Plainview, NY 11803
- Please note: Online Registration WILL CLOSE at 11:59 pm on Thursday, July 26. Race day entries will be accepted on Tuesday, July 30 from 2:00 to 6:15 pm at the Registration Tent.

Encourage participants to raise funds and non-participants to donate via our exciting Beneficiary Fund Challenge! Information is available online at www.marcumworkplacechallenge.com

**Questions? Always feel free to e-mail us at: director@marcumworkplacechallenge.com
Or call us at: 516-349-7649**

Visit us on Facebook: www.facebook.com/marcumworkplacechallenge

NO REFUNDS. Substitutions may be made BY THE TEAM CAPTAIN no later than 5 pm on Thursday, July 25 through the Marcum Workplace Challenge office.