

THE 2024 MARCUM WORKPLACE CHALLENGE

TEAM CAPTAIN CHECKLIST

An overview of the event so that you get the most out of it for your team and your company. All forms and information mentioned below can be found at www.marcumworkplacechallenge.com/registration.

□ FORM YOUR TEAM

✓ **REGISTER YOUR TEAM.** The first step is to register your team. Get step-by-step instructions with our **Team Captain Management Guide**.

If you registered a team previously, you can use the same login/password but will need to create a new team each year. (You can use the same Team Name.)

Entry Fees (per team member):

\$30 (through April 30)

\$35 (May 1-June 15)

\$40 (June 16-July 29)

THERE WILL BE NO DAY OF RACE REGISTRATION

✓ **SPREAD THE WORD.** Send out an e-mail to your company employees encouraging them to register online.

✓ **PAYMENTS.** Once your team is complete, make sure to remit payment either by credit card via your team admin site or by creating an invoice and sending a check to Marcum Workplace Challenge, c/o GLIRC, 101 Dupont Street, Suite 24, Plainview, NY 11803

✓ **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.

□ RESERVE YOUR SPACE

✓ **SITE RESERVATION.** The event is "Long Island's largest company picnic" so be sure to reserve your space, at no cost. Complete the **Site Reservation Form** and submit it by July 1, 2024.

✓ **TENT PERMIT.** In addition, if you will be using a tent (either your own, or a rental), you must **ALSO** complete the **NYS Tent Permit Form** and submit it by July 10, 2024.

Please be sure that all of your chairs, tables, etc. fit within your site. You will not be allowed to set up outside of your allotted site space.

□ JOIN THE FUN

✓ **EVENT T-SHIRT DESIGN CONTEST.** If you have designers on staff, you have the opportunity to design the official Marcum Workplace Challenge T-shirt! Designed for the event t-shirt must be submitted by June 19, 2024.

✓ **COMPANY T-SHIRT DESIGN CONTEST.** Are you planning to do custom t-shirts for your team? Might as well win an award for it! Designs for the company t-shirts must be submitted by July 26, 2024. Categories include:

- Best Event-Related Slogan
- Best Graphic Design
- Most Colorful
- Best Use of the Marcum Workplace Challenge logo

✓ **BENEFICIARY FUND CHALLENGE.** It's another way to raise funds for our charity beneficiaries. The company **AND** individual who raises the most donations wins! Encourage your team to participate!

□ PREP FOR THE RUN

✓ **FREE RUNNERS/WALKERS CLINIC.** A great way to recruit team members and help motivate them is to schedule a free runners/walkers clinic at your site. From proper footwear and nutrition to injury prevention, get training tips (and a handy coupon) from the pros at Runner's Edge.

QUESTIONS?

Always feel free to contact us:
director@marcumworkplacechallenge.com

And stay updated through Facebook:
www.facebook.com/marcumworkplacechallenge