



## CHECKLIST FOR THE TEAM CAPTAINS FOR PAPER APPLICATIONS

Please check through this list before turning in your team package.

- \_\_\_\_\_ 1. Does each entry form have a complete and legible....
  - name
  - mailing address
  - phone number
  - age (required for 5K timing)
  - e-mail address
  - t-shirt size
  - event selected
- \_\_\_\_\_ 2. Does each entry form have the appropriate event and fee recorded?
- \_\_\_\_\_ 3. Is each entry form signed? A waiver is required to participate.
- \_\_\_\_\_ 4. Is a check or cash for the correct amount included for each entry?
- \_\_\_\_\_ 5. Is each participant listed on the team roster sheet(s).
- \_\_\_\_\_ 6. Are all pledge forms and monies collected for Pledging included in your packet?
- \_\_\_\_\_ 7. Have you listed the names and addresses of all those who have given pledges on the "Pledge" Form?

