



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 'Friends Asking Friends' included in your packet?
- ___ 7. Have you listed the names and addresses of all those who have given pledges on the "Friends asking Friends" Form?

Team Captains may pick up bibs and race t-shirts for their team on Friday or Saturday during general packet pick-up times. Deadline to request Team Pick-ups is May 1st at 12pm, anything after 12 pm will not be done as it needs to be entered into the system for proper print outs and we normally have over 100 Team with many participants. Please contact Teams@ctbhi.org.