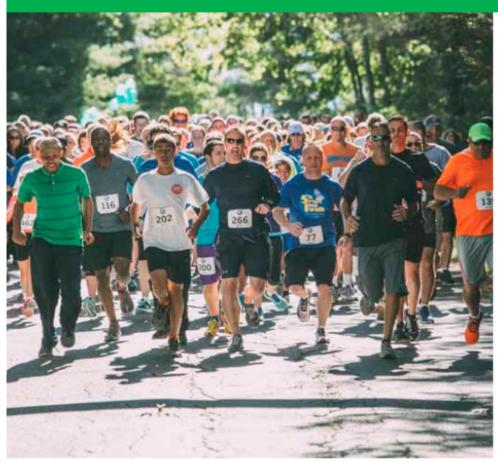


# CHARLES RIVER CENTER 5K RUN /1 MILE WALK









# **TEAM CAPTAIN PACKET**

2023



### 2023 Team Challenge

#### **Event Details:**

#### CHARLES RIVER CENTER 5K RUN/1 MILE WALK

The annual 5K Run/1 Mile Walk will be held on Sunday, September 24, 2023 beginning at 11:00 at the Charles River Center, 59 East Militia Heights Drive, Needham, MA.

#### Team Criteria:

#### Anyone can form a team!

- Coworkers, employees, friends, family, neighbors, housemates etc.
- Teams must have a minimum of 5 members to qualify for team prizes.
- Team Captain receives a free entry for every 5 team members who sign up.

#### Team Registration:

You can form a team when you register for the race.

Go to: 2023.crc5k.racewire.com

Register for either the 5K Run or 1 Mile Walk.

As you scroll down, you will see the following set of questions:



To create a team, select the "create a team" option. After you create a team, participants can join your team by selecting the "join a team" option above when they register.

#### Team Awards:

- Top Fundraising Team
- Largest Team
- Most Team Spirit
- Additional awards will be announced on the CRC 5k Run/1Mile Walk Facebook page: <a href="https://www.facebook.com/charlesrivercenterroadrace">https://www.facebook.com/charlesrivercenterroadrace</a>



### **Team Captain Information**

# Team Captain Responsibilities:

- Be the point of contact for all your team members for any questions and/or concerns that they may have prior to the event.
- Ensure that team online registrations are complete and correct
- Pick up and distribute team member t-shirts (for those team members who are eligible for a free t-shirt).
- Invite new team members: share the link to your personal fundraising page via email, tweet, Facebook etc.
- Encourage team members to set up their own personal fundraising pages
- Encourage team spirit come up with a fun and creative theme that will set you apart!
- Take lots of photos of your team, and be sure to share them via email (crcroadrace@gmail.com) or on our Facebook page: <a href="https://www.facebook.com/charlesrivercenterroadrace">https://www.facebook.com/charlesrivercenterroadrace</a>
- Check out and share our 2023 Social Media Toolkit

#### Team Fundraising:

We strongly encourage you and your teammates to set up your own personal fundraising page using the GiveSmarto fundraising platform. It's straightforward and easy to personalize and manage.

For complete instructions on how to create your own personal fundraising page, download our 2023 Fundraising Packet:

http://www.charlesriverroadrace.com/uploads/7/2/6/4/7264409/2023\_fundraising\_packet\_final.pdf

#### Questions?

Contact:

Hilary Ryan, Vice President, Development

Email: hryan@charlesrivercenter.org or (781) 972-1030



## **Team Captain Timeline**

#### July and August:

- Register for the race 2023.crc5k.racewire.com
- Recruit friends and family to participate on your team.
- Provide friends and family the link to your personal fundraising page or encourage them to make a direct donation to the Charles River Center.
- Like Charles River Center on Facebook. <a href="https://www.facebook.com/">https://www.facebook.com/</a>

   TheCharlesRiverCenter/ (You will need to do this if you want to share photos with us via Facebook). Follow Charles River Center on Instagram @charlesrivercenter. Refer to our Social Media Toolkit for more ideas and suggestions on how to promote the event on social media.
- Encourage team members to set up their own personal fundraising pages using **GiveSmarto**.

#### September:

- Continue to promote the event and encourage further donations to your personal fundraising page.
- Go to your team page and make sure all team members' names, demographic information, t-shirt size etc. are filled in completely and correctly.
- Finalize any pre-registration of team members.
- Pick up and distribute team t-shirts.
- If you or any of your team members are participating in the virtual event, remember to time your run/walk and submit your results via the google form found in the confirmation email from Racewire.
- **Be sure to get a team photo!** Be sure to share photos via email (crcroadrace@gmail.com) or on our Facebook page:

Thank you for supporting the Charles River Center!