



# TEAM CAPTAIN

## 1. TEAM CAPTAIN: YOUR RESPONSIBILITIES

There is no BusinessRun without you!

You are in charge to organize the BusinessRun within your company: From getting the word spread and motivating your colleagues to picking up your team's starter kits: **You are the leader to guide your team towards a great team event!**

### WE SUPPORT YOU!

We are happy to help you out and support you with your team captain responsibilities: Just call us if you need advice, information, print content or any other support service you might think of.

Contact: [info@nplussport.de](mailto:info@nplussport.de)

### 1. Internal Preparation & Motivation of Your Colleagues

Get started: Stay up to date and keep your colleagues informed about the BusinessRun!

- **MOTIVATE YOUR COLEAGUES:** Content for your intranet, mailings, flyer & poster available via our download section on our website: [info@business-run.lu](mailto:info@business-run.lu)
- **SIGN UP FOR NEWSLETTERING:** Recent news, information and insights from the BusinessRun on a regulary basis
- **COMPANY REGISTRATION:** Login account for team registration and further services on our BusinessRun website

### 2. Running Training & Race Outfit

The „crunch time“ is on: Get your running teams on the starting line with an eye-catching look and gear!

- **TRAINING:** e.g. scheduled lunch runs or after work runs within 4-6 weeks prior to the BusinessRun
- **RUNNING SHIRTS:** Running gear in an unique design for your company; individual offers from our running gear partner on our BusinessRun website

### 3. REGISTRATION of Your Participants and Additional Event Services\*

You are ready to run, celebrate and create a new level of team spirit?! Awesome! Just get online, log in to your company handle your participants registration and booking process easily click by click

- **REGISTRAITON** of your participants (team(s) of 3 / single starters / virtual runners)
- **ADDITIONAL SERVICES:** team area, equipment, catering aso.

### 4. Race Kit Pick Up and Distribution

All set! By getting your team's race kits everything is ready for a great run and team event!

- **PICK UP RACE KITS:** for the entire team by your Team-Captain
- **Distribution** of bib numbers and goodies among all team members
- **2 PICK UP DAYS (event week):** dates and locations are available online
- **LATE REGISTRATION** possible

from 4 months prior to the event

from 8 weeks prior to the event

from 4 weeks prior to the event

registration deadline

few days prior to the event

### 5. Your BusinessRun Day: Run, Celebrate and Enjoy the Evening TOGETHER! Have Fun!



# PREPARATION

## 2.1 Quick Check List

Done	When	Task
✓	From 4 months prior to the event	Register your company on our online registration platform
✓		Sign up for our newsletter
		Request informational content (flyer & poster) and spread the word
		Motivate your colleagues to participate in the BusinessRun; collect their registration data and communicate an internal sign up deadline
		Keep your participants up to date on the event on a regular basis Remind your colleagues of the (internal) registration deadline
	From 8 weeks prior to the event	If needed: Order your individual running gear
	From 6 weeks prior to the event	Start your running training: scheduled community runs
	From 4 weeks prior to the event	Register your participants via your company account on our registration platform
		If applicable: Order your team area and equipment
		If applicable: place your catering order (snacks, beverage)
	Prior to the registration deadline / ca. 3 weeks prior to the event	Check your registered participants for potential switches and spelling mistakes. Register your last-minute participants.
	Ca. 1 week prior to the event	If applicable: communicate the location of your team area among your colleagues and prepare your on-the-ground set up
		Schedule your travel time and arrival
	Ca. 2 days prior to the event	Pick up the race kits for your entire team (dates and locations are available online) If applicable: Late registration
		Distribute the race kits to all participants
		Provide your BusinessRunners with the most recent and information (e.g. team area, arrival, time of the run start, etc.)
	Day of the event	If applicable: Place late registrations at the info point
	Ca. 1 hour prior to the start	Team arrival, if applicable: distribution of bib numbers
	Ca. 30 minutes prior to the start	Starting line up / sprinters up front
	<b>GUN GOES OFF - START</b>	<b>RUN – CELEBRATE – ENJOY – TOGETHER</b>
	After the event	Download your result and certificates (individual / team) online