



Corporate Challenge Team Captain Schedule & Check-List



ITEM	REQUIRED	DUE DATE	NOTES	DONE
Cycling Open Ride		24-Aug	Indianapolis Motor Speedway	<input type="checkbox"/>
Event Confirmation (Salesforce)	X	25-Aug	online submission / Only events listed require confirmation	<input type="checkbox"/>
Team Roster (Salesforce)	X	25-Aug	online submission	<input type="checkbox"/>
Tent Rental Order Deadline		28-Aug	Eventbrite Payment Link	<input type="checkbox"/>
Deadline to Register for Volunteer Points		28-Aug	Must include company name	<input type="checkbox"/>
Final Team Captain's Meeting RSVP	X	29-Aug	Subject line: Final Captains Meeting	<input type="checkbox"/>
Final Team Captain's Meeting	X	30-Aug	Indianapolis Motor Speedway	<input type="checkbox"/>
Food Order Form - Levy Restaurants		6-Sep	email bricksuites@levyrestaurants.com	<input type="checkbox"/>
Golden Hanger Award Submission Due		7-Sep	CorporateChallenge@IndianaSportsCorp.org	<input type="checkbox"/>
Driver's License for Parallel Parker	X	8-Sep	Email copy if participating in Parking Challenge	<input type="checkbox"/>
Training Photo/Video Submission Due		8-Sep	CorporateChallenge@IndianaSportsCorp.org	<input type="checkbox"/>
Team Entry/Sponsor Payment	X	8-Sep	Event Payment due if not already paid. Processed through Eventbrite link.	<input type="checkbox"/>
Blood Drive Deadline		8-Sep	Call (317) 916-5150 to schedule a blood drive.	<input type="checkbox"/>
Opening Weekend Events		9-Sep	Multiple Locations	<input type="checkbox"/>
Geared for Health/CHAMPS Donations		9-Sep	1-6pm at Woodland Bowl	<input type="checkbox"/>
Open 5K & 10K Registration Deadline		11-Sep	Friends and family www.tuxbro.com	<input type="checkbox"/>
Team Packet Pick Up (option 1 @ ISC)	X	12-Sep	Sports Corp Office - choose one	<input type="checkbox"/>
Friends & Family Fitness Walk Waiver	X	13-Sep	Non-employees participating in Fitness Walk must complete the waiver	<input type="checkbox"/>
Team Packet Pick Up (option 2 @ IMS)	X	13-Sep	Indianapolis Motor Speedway - choose one	<input type="checkbox"/>
Team Headquarters Set-Up		15-Sep	Noon-6pm Indianapolis Motor Speedway	<input type="checkbox"/>
Main Events Weekend	X	16-Sep	Indianapolis Motor Speedway	<input type="checkbox"/>
Post Event Awards Reception		4-Oct	Omni Severin Hotel	<input type="checkbox"/>