

HOW TO ORGANIZE A TEAM



June 7, 2008 • 7 PM • Indianapolis, IN • 1-Mile Walk • 5k Walk/Run • 5-Mile Run

Teams are groups of 10 or more people entering the event together with a reduced entry fee of \$17.

Kids under 8 are welcome to participate in the main race at no cost but will not receive a T-shirt or other benefits.

DETERMINE THE TEAM CAPTAIN

The captain helps determine a team name and helps recruit members. He/she is responsible for distributing and collecting team registration and pledge forms, collecting registration and pledge monies, and also distributing T-shirts and race bib numbers.

FORMING A TEAM

Teams can either be formed and entered entirely online, or they can be formed using paper entry forms sent by mail.

Online registration: This requires the captain to form a team online prior to any team members registering. Individuals are responsible for completing personal online registration forms. (**Captains: to form a team online,** go to www.outrunthesun.org and click on the blue button for RACE details then the TEAMS page, and follow the prompts for forming a team online, which will also registers you as a participant during the process.)

Paper registration: The captain can obtain a team registration form by downloading it from the Outrun the Sun web site. The captain may make copies and distribute them to team members. Or, the captain may direct members to the web site to download the team form from the EVENT/TEAMS page at www.outrunthesun.org.

ONLINE TEAM REGISTRATION

Once the captain has formed a team online, individuals may complete personal registration forms. Captains should email the name of the team and the following instructions to each team member to register. Go to www.outrunthesun.org; click on the blue button for RACE details, select the TEAMS page, then click on the large red REGISTER ONLINE NOW button and follow the prompts outlined on the SignMeUp page to register as a team member, then choose the team name to complete your registration under that team.

TEAM REGISTRATION PRINTED FORM

If you choose not to form the team online, each team member must complete the printed team form and submit it along with payment to the team captain. Team registration and Team Log forms are available for download on the TEAMS page at www.outrunthesun.org. As team registration forms are given to the captain, the captain must keep a record on the TEAM LOG form. This is where the captain enters each team member's information to keep a team roster and is also an easy way to keep information organized (i.e. names, T-shirt sizes, payment, etc.) This form can also be used even if a team is registering online. This is a necessary step and must be completed before submitting your team registrations. The team captain then gathers each form and payment, completes the TEAM LOG sheet, and mails all materials together. Packets of team entries must be postmarked by May 28.

TEAM PLEDGES & DONATIONS FORM

The team pledges/donations form allows team members to obtain pledges and donations, further supporting OTS melanoma education and research programs. Download the form at www.outrunthesun.org. Click on the blue button for RACE details, select the TEAMS page then click Pledge/Donation form. Gifts of cash or check are welcome and appreciated. Checks should be made payable to: Outrun the Sun, Inc. Money raised and the forms need to be turned into the team captain. The team captain needs to turn in all team forms along with all team pledges and donations to the Pledge/Donation Table at the Team packet pick-up on June 6 or during the event on June 7. Note: All pledge money must accompany pledge forms.

TEAM DEADLINE AND FEES

The fee for team participants is \$17 per person. If teams are registering online, all team members must register by MAY 28. If teams are registering using paper forms, all team members must submit their forms and payment to their team captain by MAY 26. This will allow the team captain time to organize the material for the final deadline submission. Checks for registration should be made payable to: Tuxedo Brothers. DO NOT mail individual TEAM entries to Tuxedo Brothers---team entries MUST be submitted together by the team captain and postmarked by MAY 28. Mail to: Tuxedo Brothers, 6265 Boone Ridge, Zionsville, IN 46077.

TEAM PACKET PICK-UP

The team captain or other team representative(s) need to pick up the race packets for the entire team on June 6 between 4:30 and 7:00 pm at the Outrun the Sun office: 2815 E. 62nd St., Indianapolis, IN 46220, located just east of Glendale Mall in a church that has been converted into office space. Team packets will be bundled together. The team captain should make sure that each team member receives a packet, T-shirt and race bib # prior to the start of the race. We suggest that you set an early meeting time with your team on Saturday so that you may distribute your team materials.

IMPORTANT INFORMATION

Fee: \$17 per each team participant

Deadlines:

Printed forms/payment of each participant due to captain - MAY 26.

Package of all team forms/payments - postmarked by MAY 28.

Online team registration deadline - MAY 28.

Team Packet Pick-up:

Friday, June 6, 4:30-7:00 pm, Outrun the Sun Office (address above)

Registration checks: Please make payable to: Tuxedo Brothers

Pledge checks: Please make payable to: Outrun the Sun, Inc.