



CAPTAIN'S CHECKLIST

RACE: _____

DATE: _____

TEAM NAME: _____

☐ COLLECT MONEY FROM TEAMMATES

DEADLINE: _____

☐ READ RACE BIBLE

DEADLINE: _____

☐ INVITE TEAMMATES TO TEAM PAGE

DEADLINE: _____

☐ BOOK VANS

DEADLINE: _____

☐ BOOK HOTELS

DEADLINE: _____

☐ RECRUIT VOLUNTEERS* OR COLLECT MONEY TO PAY FOR VOLUNTEERS

*Check to see if your race requires volunteers

DEADLINE: _____

☐ SET UP A GOOGLE DOC WITH THE FOLLOWING INFO FOR YOUR TEAMMATES TO FILL OUT

DEADLINE: _____

Full Name	Affiliation with Team
Email	[Friend of Susan,
Phone Number	Cousin of John]
Facebook URL	Preferred Leg
10k Pacew	Assignment
Travel Plans	
Shirt Size	

☐ CREATE FACEBOOK GROUP PAGE/GROUP TEXT

DEADLINE: _____

☐ ASSIGN RUNNER LEGS

DEADLINE: _____

☐ ASSIGN CO-CAPTAIN IN OTHER VAN

DEADLINE: _____

☐ CREATE PACE CALCULATOR

DEADLINE: _____

☐ DOWNLOAD RAGNAR APP

DEADLINE: _____

☐ REVIEW COVID-19 RACE PROTOCOLS

www.run.ragnarrelay.com/covid_road/

DEADLINE: _____

☐ FIND VAN DECORATIONS

Print out funny photos of teammates
Van markers
Van lights

DEADLINE: _____

☐ SAFETY GEAR

12 reflective vests (12/Van)
4 headlamps or running flashlights (2/Van)
4 blinking LED taillights (2/Van)
Extra batteries

DEADLINE: _____

☐ CHECK-IN FOR THE RACE AT HOME

Check email and runner packet for instructions on pre-arrival check in procedures.

DEADLINE: _____