



Team Captain Suggested Timeline

3 Months Out (July)

- Register your team [here](#)
- Create an initial list of people you want to invite/recruit/ask for donations
- Join the 2021 Sun Run Team Captains Facebook Group and follow the Sun Run event page
- Attend monthly Team Captain Roundtable discussion on July 20 at 5pm
- Create your own Facebook Event or Group where you can post updates and manage invitations
- Share your team on social media
- Start planning your what, where and when details for how you'll be participating this year

1-2 Months Out (August – September)

- Send out team updates (money raised, number of team members, etc.)
- Encourage team members to help you fundraise via their individual fundraising pages and remind them about incentives they can win
- Continue with social media posts and reminders (include links to your team page)
- Follow up with people who haven't responded to your initial invitation
- Attend monthly Team Captain Roundtable discussion on August 24 at 5pm and September 28 at 5pm

3 Weeks Out

- Continue with social media posts. Remember to visit the Sun Run [Resource page](#) for the most up to date social posts and suggestions
- Continue to send donation request reminder emails to anyone who has not yet made a donation who may just be procrastinating





1 Week Out

- Send final reminders/details to your team. If you are gathering together, remind them of the team meet-up location, team hashtags and other details
- Remind any team members that are physically running the 5K and submitting times to look for an email from Fleet Feet that will contain information on how to participate in the virtual race platform
- Continue to post updates and encourage your team to keep asking for donations

It's Time!

- Post photos or videos of your team participating in the Sun Run to social media Include the hashtag #SunRun2021
- Send thank you notes/emails to your team members and donors
- If your employer offers a matching gift program, don't forget to apply. This is FREE money that will count towards your individual and team goal

Questions?

Feel free to reach out to Ryan at ryan.jennings@ssmhealth.com or (314) 678-6622

