



Team Captain Timeline

3 Months Out – July

- Register your team [here](#).
- Create a list of people you want to invite to your team and those you want to solicit for donations.
- Create your own Facebook Event or Group for your team where you can post updates.
- Share your team on social media (Facebook, Instagram, LinkedIn, Twitter, etc.) so others can join.
- Check to see if your employer has a matching gift program and submit all necessary paperwork in advance.

1 to 2 Months Out – August to September

- Share team updates (money raised, team standings, etc.)
- Remind your team members to check for matching gift programs through their workplace.
- Encourage team members to help you fundraise via their individual fundraising pages and remind them about incentives they can earn.
- Continue to post your personal page and team page links to social media with updates on your fundraising goal progress to remind those who haven't donated yet.
- Follow up via text or email with anyone who hasn't responded.





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 hasn't supported you yet.

1 Week Out

- Send final reminders and details to your team about your team meet-up location and packet pick-up.
- Continue to post updates and encourage your team to keep asking for donations.

Event Day – October 15, 2023

- Post photos or videos of your team participating in the Sun Run to social media and include the hashtags #FutureDeserved and #SunRun23.
- Call, text, or FaceTime with any team members participating virtually, so they feel a part of the big day.

Post Event

- Send thank you notes/emails to your team members and supporters.

Questions? Feel free to reach out to cgcfevents@ssmhealth.com.

