



Corporate Challenge Team Captain Schedule & Key Deadlines



ITEM	REQUIRED	DUE DATE	NOTES	DONE
Send Save-the-Date to Team Members	X	May	Email CorporateChallenge@IndianaSportsCorp.org to request team recruitment posters	<input type="checkbox"/>
Volunteer Registration Opens		May	Earn points for volunteering	<input type="checkbox"/>
Schedule Indiana Blood Center blood drive		May	Call (317) 916-5150 to schedule a blood drive. Drive must be between May 1 and August 17.	<input type="checkbox"/>
Team Pages Activated	X	4-Jun	Team member registration link available on team page	<input type="checkbox"/>
Team Captain Symposium	X	5-Jun	Hear from experienced team captains on best practices	<input type="checkbox"/>
CCA Corporate Challenge Summer League Begins		18-Jun	Start the training and teambuilding with a new CCA Corporate Challenge summer league	<input type="checkbox"/>
Order Team T-Shirt		June	Design and order your team t-shirt. Creating an event-specific shirt isn't required, but you must have matching team shirts for the Main Event.	<input type="checkbox"/>
Host Internal Corporate Challenge Call-Out Meeting		June	Indiana Sports Corp can give a Corporate Challenge presentation for your team. To schedule, email CorporateChallenge@IndianaSportsCorp.org.	<input type="checkbox"/>
Order Team Headquarters Tent, Tables, and Chairs		June	You can bring your own equipment or rent from us https://www.eventbrite.com/e/2018-corporate-challenge-team-tent-table-and-chair-payment-tickets-44613419940	<input type="checkbox"/>
Fundraise for Community and Compassion Events		July	https://www.eventbrite.com/e/2018-corporate-challenge-community-and-compassion-donation-tickets-44653053485	<input type="checkbox"/>
"CEO Selfie" Save-the-Date		July	Snap a photo of a "C" level executive at the event on August 18, 23 and 25	<input type="checkbox"/>
Team Member Recruitment		July	All participants must register via your Salesforce Team Management Page	<input type="checkbox"/>
Cycling Open Ride		1-Aug	Practice event at Indianapolis Motor Speedway	<input type="checkbox"/>
Event Confirmation (Salesforce)	X	3-Aug	Online submission / only events listed require confirmation	<input type="checkbox"/>
Team Roster (Salesforce)	X	3-Aug	Are all your team members signed up? Everyone needs to sign the electronic waiver!	<input type="checkbox"/>
Tent Rental Order Deadline		3-Aug	https://www.eventbrite.com/e/2018-corporate-challenge-team-tent-table-and-chair-payment-tickets-44613419940	<input type="checkbox"/>
Final Team Captain's Meeting	X	7-Aug	Indianapolis Motor Speedway	<input type="checkbox"/>
Golden Hanger Award Submission Due		17-Aug	CorporateChallenge@IndianaSportsCorp.org	<input type="checkbox"/>
Driver's License for Parallel Parker	X	17-Aug	Email copy of D.L. to CorporateChallenge@indianasportscorp.org if participating in Parking Challenge OR have it on-site	<input type="checkbox"/>
Team Entry/Sponsor Payment	X	17-Aug	Event Payment due if not already paid. Processed through Eventbrite link.	<input type="checkbox"/>
Blood Drive Deadline		17-Aug	Call (317) 916-5150 to schedule a blood drive.	<input type="checkbox"/>
Opening Weekend Events		18-Aug	Bowling- Woodland Bowl Sand Volleyball and Cornhole- Midwest Sports Complex	<input type="checkbox"/>
Inspiring Sports Donations Due		18-Aug	Donations accepted from 1-6pm at Woodland Bowl or online https://www.eventbrite.com/e/2018-corporate-challenge-community-and-compassion-donation-tickets-44653053485	<input type="checkbox"/>
Team Packet Pick Up (option 1 @ ISC)	X	21-Aug	Indiana Sports Corp Office - choose one (this is separate from Cycling Bib Pick-up)	<input type="checkbox"/>
meet@TheChallenge		23-Aug	YP+Intern Networking Event 4:30-6:30 pm Indianapolis Motor Speedway Pagoda Plaza	<input type="checkbox"/>
Team Packet Pick Up (option 2 @ IMS)	X	23-Aug	Indianapolis Motor Speedway - choose one (this is separate from Cycling Bib Pick-up)	<input type="checkbox"/>
Cycling Time Trials	X	23-Aug	Indianapolis Motor Speedway (Cyclists will pick up bibs on-site)	<input type="checkbox"/>
Friends & Family Participatory Events Waiver	X	24-Aug	Non-employees participating in Fitness Walk must complete the waiver	<input type="checkbox"/>
Volunteer Registration Deadline		24-Aug	Earn Points to Volunteer (Must include company name)	<input type="checkbox"/>
Team Headquarters Set-Up		24-Aug	Noon-6pm Indianapolis Motor Speedway	<input type="checkbox"/>
Main Event Weekend	X	25-Aug	Indianapolis Motor Speedway	<input type="checkbox"/>
Corporate Wellness Award Submission Due		27-Aug	CorporateChallenge@IndianaSportsCorp.org	<input type="checkbox"/>
Post Event Awards Reception		13-Sep	Omni Severin Hotel	<input type="checkbox"/>