

Race location: _____ Team name: _____

Date: _____ Team #: _____

☐ **Recruit Runners**

Ask friends, family and co-workers! Check local run clubs and Ragnar's race specific Facebook Event pages to find potential teammates.

Deadline: _____

☐ **Build your team**

Deadline: _____

☐ **Assign co-captain in van #2**

Deadline: _____

☐ **Set up a shared Google Doc:**

Include the following info for your teammates to fill out:

- Full Name
- Email
- Phone #
- 10K Pace
- Travel plans
- Emergency contact

Deadline: _____

☐ **Read Runner Packet**

Deadline: _____

☐ **Book vans**

Deadline: _____

☐ **Register volunteers**

Check to see your race volunteer requirements in the running packet

Deadline: _____

☐ **Set times with pace calculator**

Deadline: _____

☐ **Establish running order**

Deadline: _____

☐ **Choose your final team name**

This can be changed before the deadline

Deadline: _____

☐ **Get van decorations**

Deadline: _____

☐ **Check start time**

Deadline: _____

☐ **Use the official Ragnar Road Packing List**

Download, print, & check off

Deadline: _____

☐ **Check updates from Race Director**

Found in Runner Packet

Deadline: _____

☐ **Required safety gear:**

Include the following info for your teammates to fill out:

- 12 Reflective vests (required 1 per runner)
- 4 Headlamps (required 2 per van)
- 4 Tail lights (required 2 per van)
- Extra batteries

Deadline: _____

☐ **Check-in online**

Opens race week

Deadline: _____