

CHECKLIST

for team captains

TIMING	TASK	DONE
	If necessary appoint assistant captains	
	Download free advertising material and distribute it within your company (standard posters or customizable posters)	
	Use partner offers to prepare for the B2Run (www.b2run.ch/preparation-en)	
	Regularly provide participants with information on the B2Run and remind them of the internal registration deadline	
Up to 6 weeks before B2Run	Book starting places (with early booking rate) & send registration link	
Up to 6 weeks before B2Run	If necessary order company running shirts (direct delivery to your company)	
Up to 3 weeks before B2Run	Book starting places (with normal rate) & send registration link	
Up to 3 weeks before B2Run	If necessary order company running shirts (delivery to the run)	
Up to 3 weeks before B2Run	If necessary order additional tickets for the after run dinner in the shop for fans	
Up to 3 weeks before B2Run	Check whether names are assigned to all booked starting places.	
Up to a few days before B2Run*	If necessary, make additional late bookings in the shop and let the runners register via the registration link (names will no longer be printed on the bib in this case).	
Up to a few days before B2Run*	If necessary, change registrations in the MyB2Run account (names on bibs are not adapted)	
In the week of the B2Run	Provide participants with latest information (meeting point, time, protective measures, etc.)	
On the event day	Keep in mind information on the procedure and protective measures in order to ensure a smooth event	
On the event day	From 4.00 p.m. - 5.30 p.m. ** pick up starting documents at the information stand for the entire team and distribute them to the team.	
On the event day	If necessary, make the very last name changes at the information stand and make additional bookings (against cash payment or on account).	

* The time up to which late registrations and adjustments can be made in the system varies from location to location. The exact date can be found on our website under the respective run.

** The start of the events changes from location to location. You can find the detailed schedule on our website under the particular event.

Have fun participating in B2Run!