

Team Captain Timeline and Checklist

Thank you for leading a team to drive awareness and fundraise for the LUNG FORCE Walk! Use this Timeline and Checklist as a *suggested* guide to structure your activity in the weeks leading up to and after the Walk. For a customized plan to fit your needs, please contact your Walk Manager.

12 – 8 Weeks Before the Walk

- Complete the [Team Captain Goal Setting Worksheet](#) to identify your fundraising and recruitment goals.
- Attend the Kickoff event or contact your LUNG FORCE Walk manager to get materials you will need for fundraising and recruiting walkers.
- Be a leader. Be the first person to register for your team and donate yourself. Do everything you are encouraging others to do.
- If you're organizing a corporate team, schedule a meeting with the highest-level manager you can reach and ask them to register for the team and support your efforts by recruiting employees, family members and friends.
- Try to recruit assistant team captains or organize a committee to help you build your team – especially if you are leading a corporate team.
- Host a meeting for your assistant team captains or planning committee.
- Develop a walker recruitment plan that includes things like promoting the Walk at work and/or in your community, distributing materials, presenting incentive prizes for your team's top fundraisers and arranging for a LUNG FORCE Walk representative to speak with potential supporters.

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7 – 5 Weeks Before the Walk

- Start your personal fundraising campaign and set an example for your team with your efforts.
- Schedule a rally event to get your members excited about recruitment and fundraising!
- Send a team-building announcement with your LUNG FORCE Walk team flyer to all members.
- Send regular progress reports on your recruitment and fundraising to all members.
- Send an email or text to your contact list inviting them to support your team.

4 – 3 Weeks Before the Walk

- Hold a special sign-up day at your workplace, community center, club or other organization to recruit more team members and raise awareness about the Walk.

2 Weeks – Days Before the Walk

- Make a big, final push to your members to recruit as many walkers as possible.
- Send a reminder to your team members about the Walk.
- Set a plan/time to meet and “pre-party” on Walk Day.

After the Walk

- Post photos, share your team’s success, ask for/collect post-Walk donations and send thank you cards/emails to your members and donors.