

# AFSP TEAM CAPTAIN

## HOT SHEET - TIMELINE

### LEADING UP TO THE WALK

Below is an idea of when to have certain tasks completed in order to stay on track with the walk date of October 5th, 2019.

#### THREE TO FOUR MONTHS OUT

- Reach out to people you know to join your team. Friends, family, co-workers, neighbors, church family, etc.
- Personalize your team page
- Personalize your own donation page
- Use different methods of contacting people for donations - email, social media outreach, phone calls, etc.
- If you are wanting to have an organization sponsor your team, connect with local organizations about this
- Share contact info with everyone
- Hold fundraising events

#### ONE TO TWO MONTHS OUT

- Finalize your teammates
- Remind teammates to personalize their own donation pages
- Encourage teammates to share their donation link regularly and reach out to people face-to-face
- If you're doing team shirts, order them to get them in time

#### ONE WEEK OUT

- Establish a time and place to meet your team on Walk Day
- Assign someone to be the contact person for day of questions
- If your team is going to make signs to carry, work on them together as time allows

#### DAY OF THE WALK

- Arrive early to your meeting spot
- Once everyone arrives, go to Registration
- Once Registered, enjoy the activities, talk with your team, and connect with people who are without a team
- Enjoy the walk - today is the day you've all been waiting for