



# Team Captains Checklist

## Pre Event

- Personalise your team page
- Recruit team members
- Plan some team training days followed by breakfast
- Develop a team activity or fundraising strategy
- Create a contact list of team members
- Create a team roster
- Ask team members about sleeping arrangements

## Today is the day! Have you packed...

- Sleeping bags, tents, pillows (if you are planning on staying the night)
- Towels - one towel will get wet so bring a few dry ones
- Bathers - extra bathers if swimming more than once
- Goggles
- Warm clothes
- Food and snacks
- Some cash to purchase food
- Spare clothes
- Refillable water bottle
- Crazy costume, team shirts, club colours, mascot
- Fundraising receipt books (If applicable)
- Additional Chairs (Optional)

On the day reminder: Please hand in swim lap sheet to your community host