

Baker to Vegas Team Captain Checklist

This list was created to assist new and returning Team Captain's with necessary items that need to be completed for Baker to Vegas. It is highly recommended that all new Team Captain's watch previous year's New Team Captain videos and other videos to help assist them with becoming familiar with the process.

SEPTEMBER:

- Subscribe to the Baker to Vegas YouTube Channel (@BakerToVegasOfficial)
- Registration Opens on September 1st (remember to assign a mandatory Co-Captain)
- Attend 1st In-person or Virtual Team Captain Meeting
- Begin fundraising as soon as you decide to create a team.
- Secure rental vehicles. (one option is to rent through Enterprise or National with LAPRAAC's discount code which is good anytime for any rental) (**Add website)
- Reserve discounted hotel rooms at The Rio
- Registration payment opens September 16th

OCTOBER:

- Begin recruiting runners and support

NOVEMBER:

- Make sure runners have reserved a room at The Rio's with the discounted B2V rate

DECEMBER:

- Registration payment due before increase
- Team shirt sizes due

JANUARY:

- Send the runner registration to your runners
- Rent radios

FEBRUARY:

- Communication form due
- Attend 2nd Virtual Team Captain Meeting
- Runner Bib Photo due
- Volunteer submission due
- Estimated Team Time due
- Memorial Slide Show Photos due

MARCH:

- Finalize roster