



# 4<sup>th</sup> Annual Disable the Label 5K Run & Family Fun Fest

## TEAM CAPTAIN TOOLKIT

October 20<sup>th</sup> 2018,

Denham Springs FRESHMAN HIGH, Denham Springs, LA

Team Name: \_\_\_\_\_ Team Captain: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Total FFF Participants: \_\_\_\_\_ 5K Runners: \_\_\_\_\_ Total Funds Registrants: \_\_\_\_\_ Donations: \_\_\_\_\_

Team Packet Complete: Captain Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist:** Before submitting the forms and funds for your team, be sure to review through the checklist included below to ensure everything is complete.

Yes  No I have reviewed all team members' registration forms for completion and checked to ensure all payments are correct (along with checks made payable to **Launch**). If registrants for team have registered online, ensure that they did put Team Name in the system to ensure your team gets credit for those participants. Minor team members **must** have a signed registration form or be included on Adult Registration requirement signed by legal guardian.

Yes  No I have informed my team members of the Time, Date, Location, and details of the event. All 5K Superhero Racers can dress in Superhero attire or add that for team spirit. All 5K activities will be Rain or Shine- except lightning. All Family Fun Fest Activities will be in the Freshman Gym- included with 5K registration or separate registration is required.

Yes  No I have included the totals and funds along with the Team Donation Sheet, if applicable. I understand that once my team donation sheets have been submitted that total is what will be considered for Team prize/award. All online registrations will be processed through Cajun Timers and added to the Team if Team Name is included with ANY 5K or FFF registrations.

Yes  No All of the ADULT team registrants that are submitted by the early registration deadline of 10/10 at 5pm will receive a shirt (*as detailed on the form*) that may be picked up by the Team Captain on the week of the event at the designated location- *Email will be sent to all Team Captains with t-shirt distribution information during the week of the event.* ANY KIDS/YOUTH can Purchase shirts for +\$5 with early registration. These will also be included for pick up.

Yes  No I have informed the runners of the registration table check-in time, bib requirement, time rules, and route (attached in Packet).



**If you have any questions regarding for your Team or an individual on the team or about the event in general, please feel free to contact us anytime via phone 225-380-1894/Fax 225-380-1896 or Jaclyn Peters at 225-305-2026 or toddjaclyneters64@gmail.com. We look forward to seeing you there and appreciate your support.**



# 4<sup>th</sup> Annual Disable the Label

## Event Team Captain

### “How To” Packet:

**Please read through and if you have any questions, call or email the Event Coordinator at the information below!**

1. Be Courageous! (*You are already on the right track on this one... We appreciate you participating in something so important to us and the kids of Livingston Parish!*)
2. Invite people to join your walk/run/fun team to participate in the event. You can use our website to forward to them, our Facebook event, or in person. Each team member will have to complete a **Registration Form** in **PRINT OR ONLINE** through LINK and pay event fee as detailed on form. **Only completed and signed forms will be accepted.** Each team may have 5K Run Participants, Family Fun Fest Participants, or a combination of both! Anyone registering for the 5K Superhero Race to the Rescue will have **included admission** to the Family Fun Fest Community Awareness Event. We have reduced the price for the FFF to ensure our families can attend. Special pricing for Launch patients and one family member are provided this year.
3. Complete **Roster Form** for Team for all PAPER/PRINT forms only. Collect all of the registration forms and fees and put together with Roster and submit by the **early deadline of Oct 10<sup>th</sup>**! All ONLINE registrations will be added by October 10<sup>th</sup> if they included the Team Name when registering.
4. Do checklist on the front of the envelope to ensure all steps are taken for your team to participate in the fun.
5. **When your packet is complete**, turn it in to Launch Office at 601 Hatchell Lane in Denham Springs or call Jaclyn Peters 225-305-2026 to arrange a Team Packet Pick-up! We encourage you to have everyone on your team to register this year through the new link so that you and I can limit the amount of paperwork and number of times things have to be handled. The link to register can be found several places- FB, Website, Cajun Timers Website under October Event Registration... Or we can email or text it to you any time!
6. Give all out the **5K Superhero Race to the Rescue Event Info** to everyone on your Running team. If you choose to set up a team tent or team zone, a space will be available for you upon Team Captain's Check-in on the day of the event. Direct your team to meet there. These will be located in the grassy area next to the Start/Finish Line beside the Freshman High Gym.
7. Once the **Event Shirts and Race Bibs** are ready, the **team captain will be contacted** to pick them up as a group to distribute to each team member prior to race day. All team participants that are pre-registered will simply arrive to the event and check- in through the “Pre-registration TEAM Area” for their event wrist band. **ONLY those checked in will received the wrist band and will be allowed in and out of the event- required for event participation and event safety.** You may check in for the Family Fun Fest as well at the Team Pre-Registration Area and a different color band will be given out as well. All 5K and FFF bands will be allowed in the Gym Vendor and Games areas.
8. If you want, create a Team shirt, family-friendly slogan, or team spirit idea for the event day. Prizes will be awarded to the Captains for the BEST one. Also this year's theme is SUPERHEROS!! So include this in any way appropriate for both 5K Run and the Family Fun Fest participation.
9. Have FUN!

**Thanks for helping us complete our mission to “Disable the Label” and being such a special part of this event! We are so excited to have you join us!**

***Disable the Label Event Committee & Chantelle Varnado, Executive Director***



# 4<sup>TH</sup> ANNUAL DISABLE THE LABEL EVENT



**8am- SUPERHERO RACE TO THE RESCUE 5K**

**9a-1130am- FAMILY FUN FEST & ONE MILE FUN WALK  
COMMUNITY AWARENESS EVENT**

**OCTOBER 20<sup>TH</sup> DENHAM SPRINGS FRESHMAN HIGH**

Excellent Vendors, 5K Place Medals in Several Categories, Team Captain Awards and Prizes for Participating Groups, Door Prizes, and Trick-or-Treating for Children at the Fun Fest Area

Children are allowed to wear costumes-  
NO scary ones will be allowed.

DISABLE THE LABEL



Register **TODAY** to Join us  
for **LOTS** of **FUN!**

For More Information on How to  
Get Involved OR to Register:  
[www.launchpeds.com](http://www.launchpeds.com)

**225- 380-1894**

**OCTOBER 20<sup>TH</sup>**

All profits from the event will be donated to Launch Therapy Center to be used for the completion of their mission. Scholarships for client therapy to the purchase of equipment needed to complete therapeutic services are just some of the ways this donation can help this amazing non-profit center!

