



CORNTOSS CHALLENGE

CHAMPION GUIDE

Your Role as a Champion

Thank you for volunteering to raise awareness for ALS! Your role as a Champion is to manage a committee of people responsible for the logistics of the Corntoss Challenge. You will have the full support of the Events Team at ALS TDI so you won't have to do it alone!

Once your committee is assembled, we suggest holding monthly committee meetings and/or calls. At the three month mark, begin to meet bi-monthly. Three weeks prior to the event, we suggest meeting a couple of times a week or connecting with your Committee members one-on-one every few days to make sure they are meeting their respective deadlines.

Stay positive and don't be afraid to ask for help – that's what we're here for!

ALS TDI Support

Just as your committee can approach you for guidance and support, you can receive assistance from the events team at ALS TDI. We will:

- Help you strategize.
- Assist with timeline management.
- Assist with event promotion.
- Connect you with other champions to exchange ideas.
- Provide a save-the-date, an invitation, posters, boards (if necessary), and t-shirts.
- Connect with you on a regular basis to ensure you receive the support you need.
- Provide materials, letters, and coaching to ask for donations and sponsorships.
- Establish a website and an online registration system for your event.

Event Details

- **Date:** Summer 2014
- **Number of Teams:** 50+ teams per venue
- **Pricing:** \$20/team & \$5/Just Hanging Out
- **Website:** www.yfals.com
- **Fundraising:** Website will encourage fundraising an additional \$100/team



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Getting Started!

- **Build Your Committee:** You aren't alone; your job is to champion the Committee and keep them on track! If you haven't done so already, ask friends and family to join your committee and help put on this tournament. Once you have a commitment from 4-10 people (depending how large your event will be), you can assign people to be in charge of the following pieces of the event: Venue, Food and Beverage, Entertainment, Marketing, etc.*
- **Conduct Launch Meeting /1st Committee Meeting:** You should schedule and implement a launch meeting with all Committee members and interested volunteers as early as possible. During this meeting, take the opportunity to assign tasks to each Chairperson, both for the short and long term. Reporting back progress at each successive meeting will help your group stay on schedule and avoid any scrambling at the last minute!*
- **Champion (Your) Tasks for Launch Meeting:**
 - Create list of all event invitees (name, email, addresses).
 - Create outline for all logistical aspects as they are decided on and confirmed.
 - Set, with Committee, event day timeline/schedule (see page 3 in this document for our suggestions).

After your 1st Committee Meeting

- Make list of 'cross-functional' teams and distribute to Committee for follow up tasks, for example:
 - Food and Beverage Chairperson to meet with Marketing and Registration Chairperson to discuss what food items can be donated.
 - Entertainment Chairperson to meet with Equipment and Rentals Chairperson to discuss equipment needs for band/DJ/emcee.
- Estimate number of event attendees (will need this information to secure permits, choose venue, etc.).
- Think about other fundraising/fun ideas to incorporate into your event – team costume contests, bocce, Frisbee, or other games while people wait to play, etc.
- Schedule monthly meetings.

*We will supply a document to outline the specific duties and timeline of each committee member in which to complete these tasks.



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2nd Committee Meeting

- Each Committee member will provide an update on his or her assigned task and report back to the group. Champion will compile all updates into one 'Event Working Document' (EWD). This document is something we suggest you create and keep to track progress and tasks for the next meeting.
- Each Committee member will provide a list of suggested invitees which Champion will compile.
- Champion will send each Committee member a copy of the EWD for them to review and make notes.
- Champion will schedule 'follow up' meeting and execute with Committee.

Future Committee Meetings

Schedule a monthly Committee meeting (with regular one-on-one check-ins with each Committee member in between) until about three months prior. At three months prior, schedule bi-monthly Committee meetings. Review checklist/timeline, ask each Committee member for updates, brainstorm as a group, and assign tasks.

Example Admission Price/Entry Fees

Team entry fee is \$20 and Just Hanging Out fee is \$5.

Individual fundraising pages will be automatically created upon registering. Everyone should encourage registered players and spectators to fundraise an additional \$100 to receive complimentary food, beverage, and swag at the event.

To determine what you should charge for beer, food, and other products, please consult with your ALS TDI events team contact. Your contact can help you strategize and make the most of what you have!

Suggested Day-of-Event Timeline

8:00am-10:00am | Set up
10:00am-11:00am | Welcome, Practice, Music, Food, Beverages, etc.
11:00am-4:00pm | Contest, Music, Food, Beverages, etc.
4:00pm-5:00pm | Awards, Speeches, etc.
5:00pm | Breakdown/Clean Up

Contact the Events team at ALS TDI anytime you have questions!

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