



Team Captain Timeline

→ +12-8 weeks

- Register your team online.
- Customize your team and personal fundraising page.
- Set your team goals.
- Recruit up to 15 team members via email, phone calls, in person, etc.
- Find out if your company has a matching gift program!

→ +8-4 weeks

- **TEAM WEEK!** Lookout for the team week announcement that includes the rules, prizes, and more.
- Host a Plane Pull team kickoff party!
- Continue recruiting team members.
- Inform your team members regarding the fundraising deadlines and the incentives that go along with it!
- Email your team important updates and information.
- Begin collecting donations! **(There's no such thing as too early!)**

→ +2-4 Weeks

- Host different team fundraisers. (Use the A-Z fundraising for great ideas)
- Email your team regarding weekly updates and possible incentives.

→ 1 week

- Talk to your team about the Plane Pull details from Special Olympics Florida.
- Set up a time and place for you and your team to meet at Plane Pull.
- Gather any final cash/check donations and turn them in on event day.

→ Plane Pull Day

- Meet with your team at the designated place.
- Turn in any additional donations.
- Take team pictures and post them on social media. (Be sure to hashtag **#softplanepull** when you post, so we can check them out!)
- Have an awesome time and celebrate your hard work!

→ After the Pull

- Collect and turn in any last minute donations.
- Congratulate and thank your team for their support and hard work!
- Host a thank you get together and give recognition to the top fundraisers.
- Plan for next year!

YOU DID IT! Great work, and thank you for all of your efforts to support our 40,000+ athletes in Florida. We hope you join us next year!