

Walk MS Team Timeline

October-December 2008

- Confirm Team Name
- Register yourself as the Team Captain
- Create your team page at **MSohiowalk.org**
- Establish Team Goals (# and \$)
- Start recruiting teammates
- Look into ordering a Team T-Shirt
- Ask your employer to sponsor your team

January 2009

- Keep recruiting! Check to make sure current teammates are properly registered to your team
- Attend MS Walk Information Session
- Hold a Kickoff party at work to introduce and recruit new teammates
- Hold a Team Fundraiser to boost your total (Contact the MS Society for ideas)
- Ask your employer to match your team's donations
- Have teammates send out emails and letters (50 emails and 25 letters, per teammate)

February 2009

- Check with your employer on the status of sponsorship or matching gift
- Use company e-mails and newsletters to gather create more team interest
- Setup a pledge poster at work. Display how much you have collected so far and show how much more you have to go
- Have teammates send out 2nd round of emails and letters (25 emails and 25 letters, per person)

March 2009

- Have your teammates recruit one friend to join your team
- Attend walk MS Fundraising Session
- Remind your donors to ask their companies about any matching gift programs.
- Remember to send short thank-you notes to those that have already pledged money to you.

April 2009

- Collect any funds to turn-in at the walk
- Send last minute invites for people to join your team
- Discuss details of walk with your team (when, where, what to bring, etc)
- WALK TIME! Establish a meeting time and place for your team at the start of the walk.
- Stop by the Team Photo area to get your team photo taken.

After Walk MS

- Congratulate your teammates for their hard work and dedication to walk MS
- Thank all your donors. Personalized thank-you notes and/or phone call are a great way to show your appreciation.
- Collect any outstanding pledges
- Hold a thank-you celebration and invite all teammates and donors.