**Team Captain Schedule**

**PRE-Challenge**

□ Recruit team members – April 1 – 30th (OK for folks to join after May 1st)

 □ April 3rdth - Send out email blast #1 and hang poster #1

□ April 10th – Send out email blast #2.

□ April 24th – Send out email blast #3 and hang poster #2

□ Host a fun registration event with food! (Optional)

\* You will get an email when each person registers. They’ll get an automatic welcome email from commuteSMART, but please feel free to acknowledge as well!

\*Every Monday you will get an email with the sample blast for that week, updates, instructions.

□ Give a “Hey You” shout out to other companies to join the Challenge. For each company that participates, you’ll receive a $50 Portsmouth Ala Carte gift card. Team members are eligible for this too!

**GAME ON!**

□ Give out swag when they log their first trip. You will receive an email when each person logs his or her first trip.

□ May 1st - Challenge Kick-off party sponsored by the Portsmouth Brewery, 5:30 – 7pm. Free food, cash bar.

□ Week 1 – May 1st Send email blast #4, hang poster #3

□ Week 2 – May 8th Send email blast #5,

□ Week 3 – May 16th Send email blast #6, hang poster #4, hold a raffle (You will receive raffle items May 15 or 16th)

□ Week 4 – May 22nd Send email blast #7, hold second raffle. Get RSVP’s for the Challenge Celebration party.

□ Week 5 – May 29 or 30th Send email blast #8

**GAME OVER!**

**□** June 1st – Send out thank you email blast #9

□ June 7th – Celebrate at the Challenge Party, 3S ArtSpace, Portsmouth

□ June 8th – Distribute coffee gift cards

□ June 18- 30th – Anne will be contacting you for post-Challenge feedback