

TEAM CAPTAIN'S TIMETABLE AND CHECK-OFF LIST

Festival date: May 22, 2016

Please e-mail the following to the Asian Festival Dragonboat Race Chair:

Victor Shambora (victor.shambora@gmail.com)

- | | <u>Deadline</u> |
|---|-----------------|
| 1. Entry form..... | May 14, 2015 |
| 2. Payment Due (To Dr. Lu)..... | May 14, 2015 |
| 3. Team Roster & Profile..... | May 14, 2015 |
| 4. Asian Festival Waiver signed by each participant..... | May 21, 2015 |
| a. Every participant must sign a waiver-- <i>no exceptions!</i> | |
| 5. Tent request (10X10)..... | May 7, 2015 |
| a. Rental tents are \$100 | |

Pre-race Check-off:

1. Practices scheduled and confirmed.....May 13, 2015
2. All team members know practice and race schedule,
how to get there, parking, etc.May 14, 2015

Race Day Check-off May 22:

1. Please bring copies of all waivers for race day (to remain with captain). Each team member will receive an identifying bracelet.
2. Have a list of contact information for all team members
3. Ensure that your team roster has enough members
4. Team canopy tent if not requested from Dragon Boat Chair
5. Teams may want to pack their own healthy lunch. Food truck vendors will be at the event but *food will not be provided.*

Cancellation Date with full refund minus \$250 processing fee: May 1, 2015

Team Captain's Meeting (Tentative):

May 14

Practice Date

May 21

Race Day May 22, 2016