

FURNITURE BANK OF CENTRAL OHIO

# ***BED RACE***

5.5.18 | HOLLYWOOD CASINO



presented by



## ***Team Captain Kit***



**Furniture**Bank | **2**♥  
OF CENTRAL OHIO | **YEARS**

[furniturebankcoh.org](http://furniturebankcoh.org)



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## ***Introduction***

Thank you for volunteering as a Team Captain for the **2018 Furniture Bank Bed Race presented by Sauder!** We are very excited that your team will be joining us on **SATURDAY, MAY 5, 2018** for a morning of fun and excitement. Remind your friends and family to mark their calendars. Whether this is your first race or your 3rd, this toolkit will provide you with all the tools and information necessary to have a great experience and achieve your fundraising goal!

First thing first, start your team by signing up yourself for the bed race at [furniturebankcoh.org/bedrace](http://furniturebankcoh.org/bedrace). Once you sign up, you will receive a team page and an individual page. Customize your pages, encourage your friends and family to go to [furniturebankcoh.org/bedrace](http://furniturebankcoh.org/bedrace) and sign up to race as a member of your team, participate as a fundraiser or make a donation. You can do this with phone calls, emails, and social media posts. Ideas of how to do this and other tips are included in this team captain toolkit.

We encourage you to read through this toolkit to make sure you are aware of deadlines, standards, and tips that you need to be successful. All elements of this toolkit can be found in the Team Captain Corner of the Bed Race website ([furniturebankcoh.org/bedrace](http://furniturebankcoh.org/bedrace)). Explore the website, check out photos from last year's event, start thinking of your team costume and get excited!

If you have any questions over the next few months, please do not hesitate to contact us by phone at (614) 272-9544 or by email listed below. To ensure you receive all correspondence for the 2018 Bed Race, please add our email address to your contacts. Best of luck and thanks for all you do!

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## ***2018 Important Dates***

### **February 1, 2018**

- Sign up opens for the race at [furniturebankcoh.org/bedrace](http://furniturebankcoh.org/bedrace)
- Encourage friends, family and coworkers to register for the 2018 Furniture Bank Bed Race. Teams consist of a minimum of 5 people- four racers and one rider. Additional people can join your team as non-racing fundraisers for free.
- Let your co-workers, friends and family know you are participating in the Bed Race and ask for their support

### **March 31, 2018**

- Last day to register for early bird pricing!

### **April 2018**

- Have a creative fundraiser in mind? Make it happen this month! Garage sales, car washes and other spring cleaning projects are great for this time of year.
- Spring break and the Easter holiday weekend are great times to remind family/friends about your team fundraising goal!

### **April 22, 2018**

- Online Registration closes at **MIDNIGHT**. **ALL** teams must be signed up by this time in order to create race schedules. Changes to your racing team members can be made at check in on race day.
- Deadline for fundraising incentives at midnight-more information about fundraising incentives is included in this packet on page 6!
- Deadline for name changes for team names for the brackets.

### **May 2, 2018**

- Deadline for eligibility for highest individual fundraiser and highest team fundraiser awards. All donations recorded as of 5:00pm will be counted toward the total

### **May 5, 2018**

#### **2018 Furniture Bank of Central Ohio Bed Race**

Hollywood Casino Employee Parking Lot

8:30am- Check In opens

9:45am-Parade of Teams

10:00am- Race begins

Start planning for the 2019 Bed Race!

# ***Responsibilities of a Team Captain***

## **Get Ready- Sign up!**

- Start your team by signing up at [furniturebankcoh.org/bedrace](http://furniturebankcoh.org/bedrace)
  - You can pay for only your registration fee or for your entire team's fee when you sign up using the Fee Type field on the sign up form. If you select the team fee, you must have a minimum of two racers when you sign up, which can include yourself. If you only sign up a portion of your team when you pay the entire team fee, email us at [events@furniturebankcoh.org](mailto:events@furniturebankcoh.org) with your remaining team member information by April 22<sup>nd</sup>.
- Set a goal- we encourage each team to raise a minimum of \$500 to help furnish a home for two families

*More detailed directions for how to register as a team and manage your team profile are on the following pages.*

## **Get Set- Publish your page**

- Email link of your team page to friends & family and ask them to join your team as a racer or a fundraiser
- Get the word out on Facebook, Twitter and other social media networks
- Send out email reminders to your team throughout the entire process (email function available from team captain profile page)

## **Go! Manage your team**

- Manage team member information
- Keep people involved with fundraising goal
- Explain the benefits of signing up early to maximize fundraising results and to be eligible for incentives
- Encourage members to sign up online-*More information on how to manage your team page is included on the following pages.*

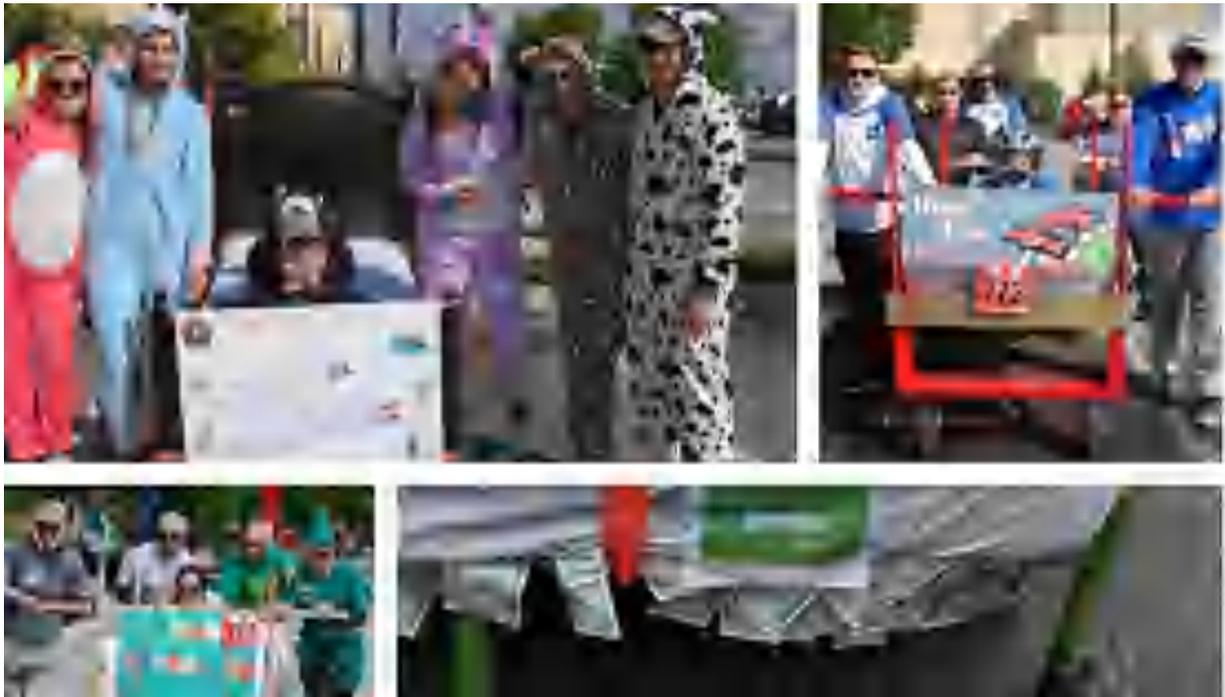
## **Fundraise**

- Set a goal for yourself & your team
- Motivate team members to reach this goal

## ***Team Name and Theme Ideas***

- Have your team's name reflect your theme, company, department or community group and incorporate it into your costume or bed
- Come up with a fun theme for your team. Past examples include Breakfast in Bed, The Avengers, Fast Asleep, Finding Nemo, Never, Never Land and No More Monkeys themes and associated costumes and beds.
- Some things to keep in mind:
  - Team names are first come first serve- so sign up your team early and reserve your name today!
  - The name on your team page will be listed on the brackets and will be used on race day. If you wish to use a different name for your team after setting it up, you can email [events@furniturebankcoh.org](mailto:events@furniturebankcoh.org) once it is set-up in Stride. The deadline to request a change to your team name is Sunday, April 22, 2018.
  - Costumes should be family friendly and safe for running and pushing a bed throughout the day's races.

Examples of great team themes and decorations:





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## ***Fundraising Incentives & Rules***

The purpose of the Bed Race is to raise funds to help families in need receive furniture at the Furniture Bank. This year, our goal is to raise \$40,000 to help 160 families. You can help us reach this goal by participating in the Bed Race and raising funds as a team. With 3+ months available to you for fundraising, it's easy to procrastinate and tell yourself you will get to it tomorrow. Fundraising for the Furniture Bank Bed Race should be fun and fulfilling for your whole team, not stressful! Give yourself plenty of time to fundraise by registering your team early and utilizing the information below:

- Set a goal! We encourage each team to raise a minimum of \$500- enough to serve two families with furniture
- Enlist the help of your family, friends and coworkers to reach your goal
- Use motivation and incentives
- Be creative in the way you fundraise
- More tips are on the next few pages

### **Living Room Level Teams-** \$2,000+ in funds raised by May 2<sup>nd</sup>

- Premium reserved tailgate spot for your team
- Two tables and five chairs for your team
- Lunch provided for five members of your team
- Five extra drink tickets for the after party

### **Kitchen Level Teams-** \$1,000+ in funds raised by May 2<sup>nd</sup>

- Reserved tailgate spot for your team
- Two tables and five chairs for your team

### **Awards**

- 1st, 2nd and 3rd place finishes, Best Built Bed and Best Costume will be awarded on race day!
- Highest individual fundraiser and highest team fundraiser awards will also be presented on race day . All donations recorded as of 5:00pm on Wednesday May 2<sup>nd</sup> will be counted toward the total raised.

## ***Tips on Fundraising***

- Use prize incentives to encourage your team to raise money
- Encourage all teammates to contact their HR director to find out if their company has a matching gift program
- Hold car washes, bake sales, Dress Down days benefiting your team
- Visit your favorite restaurant or watering hole and see if they will host a Dine & Donate or happy hour, where a certain percentage of sales for a day goes toward your team's fundraising goal - we have some ideas of places:
  - BJ's Brewhouse (Tuttle, Polaris & Easton locations), Piada Italian Street Food, City Barbeque, Chipotle, Buffalo Wild Wings, Bob Evans Restaurants, Melt Bar & Grilled (Short North & Easton locations)
- Include information in company newsletters, intranets, and bulletin boards
- Organize a neighborhood block party or garage sale
- Use schools, businesses, and faith-based organizations to do raffles and participate in other fundraising efforts for your team
- Have a consultant party (e.g. Pampered Chef, Silpada, Avon, etc.) and have a portion of the proceeds go to your team
- Have a team party
- Contact any businesses you know that may like to sponsor our walk-see the sponsorship form later in the packet for details (also available online under the Sponsors tab)





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## Using Social Media for Fundraising

- “Like” us on Facebook at [facebook.com/furniturebankcoh](https://facebook.com/furniturebankcoh)
- Follow us on Twitter [@FurnBankCOH](https://twitter.com/FurnBankCOH)
- Repost/retweet **organization** posts and tweets to generate excitement using the hashtag [#FBCOBedRace](https://twitter.com/FBCOBedRace)
- Create a Facebook group for your team, where you can post important registration and donation information, as well as day-of information for all of your friends
- Use statuses and tweets to:
  - Provide a link directly to your team page
  - State your purpose and request clearly
  - Create buzz and excitement
  - Post updates regularly about goals you are setting and reaching as a team
  - Post pictures of last year, your team, preparation for day-of, etc.
  - Ask for a specific amount on a specific day, for example, “Help us reach \$1,500 by the end of the day! Only \$250 to go,” or have a weekly event like \$10.00 Tuesdays
- If you’re using other channels like Instagram, Snapchat or Pinterest, spread the word there as well!



Our team testing out the beds for the Bed Race in a few weeks. There's still time to put together a team! Register by May 14 at [www.furniturebankcoh.org/bedrace](http://www.furniturebankcoh.org/bedrace)



# Bed Construction Rules

1. Bed frame must be no smaller than 36" in width and 75" in length with a twin size or twin XL mattress. No air, foam, futon mattresses or mattress pads permitted. Bed frames mounted on bicycle frames are prohibited.
2. Push bars or handles are allowed, but may not extend more than 16" out from the bed frame. Push bars/handles must be free of sharp or jagged edges.
3. Beds must have four wheels (4" minimum wheel diameter). All wheels must be load-bearing but do not have to be the same size. Two wheels must be stationary and two wheels must swivel. It is recommended that the front wheels swivel for steering purposes. All 4 wheels must have contact with the ground at the finish line.
4. Steering mechanisms must be for decoration and not functional. Motorized or mechanical means of motion are prohibited. All means of motion are limited to race team members.
5. Bed must be constructed and decorated in a manner that allows all pushers to see the course in front of the bed.
6. All beds must be inspected at team check-in in order to qualify to compete. Beds that do not meet the stated guidelines will be disqualified and teams must then use a rental bed.

Examples of past beds built by teams



## Team Rules

1. Each team consists of 5 people per team, at least 13 years or older. If between 13 and 18, a parent or guardian must sign an additional waiver. All team members must sign a waiver in order to participate.
2. Team member substitutions not allowed after team check-in. Teams may have one alternate in case of injury.
3. **ONE** person must be designated as a bed rider for the day's races. Once a bed rider is chosen, please write that information on the team envelope you receive at check-in. Changing bed riders will not be permitted. The rider must sit or lay flat when racing. All 4 pushers must be in contact with the bed when crossing finish line in the heats and in the race.
4. Helmets, seat belts and other safety gear are strongly recommended. Closed toe shoes are **required** (no bare feet, no flip flops or open toe shoes). The use of a seat belt/restraining device for bed rider is encouraged.
5. This is an all ages, family friendly event to benefit a The Furniture Bank of Central Ohio. Please keep bed themes, décor and costumes family friendly.
6. Rented beds **cannot** have decorations- though you are encouraged to dress up in costumes! Decorations would delay the races and the day's schedule. Bed Riders will be permitted to hold one sign to the front of rented beds. Signs must not obstruct racers sightlines.
7. After each race, we are asking that you transport your bed back to the bed corral at the starting line. At least 2 team members will be required.

