

FURNITURE BANK OF CENTRAL OHIO

# ***BED RACE 2020***



presented by



Saturday May 2nd, 2020 | 9am  
Easton Town Center

## ***Team Captain Kit***



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

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## ***Introduction***

Thank you for volunteering as a Team Captain for the **2020 Furniture Bank Bed Race presented by Sauder!** We are very excited that your team will be joining us on **SATURDAY, MAY 2, 2020** for a morning of fun and excitement. Remind your friends and family to mark their calendars. Whether this is your first race or your 5th, this toolkit will provide you with all the tools and information necessary to have a great experience and achieve your fundraising goal!

First things first, start your team by signing up yourself and at least one other person 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 in 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 2020 Bed Race, please add our email address to your contacts. Best of luck and thanks for all you do!

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## ***2020 Important Dates***

### January 2020

- Sign up opens for the race at [furniturebankcoh.org/bedrace](http://furniturebankcoh.org/bedrace)
- Encourage friends, family and coworkers to register for the 2020 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
- Decide if your team wants a reserved bed for the day.

### March 2020

- Check your email! Be prepared to attend the Team Captain Kickoff Rally!

### April 2020

- 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 19, 2020

- Online Registration for new teams 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 team name changes

### April 29, 2020

- Deadline to purchase a reserved bed for the day
- 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-more information about fundraising incentives is included in this packet on page 8!
- Deadline to sign up all individual team members by midnight

### May 2, 2020

2020 Furniture Bank of Central Ohio Bed Race

Barnes & Noble parking lot at Easton

8:00am: Check-In opens

8:30am: Team Captain Meeting

8:45am: Parade of Teams

9:30am: Race begins

Start planning for the 2021 Bed Race!



## ***Frequently Asked Questions***

### How does the Bed Race work?

Groups of people form a team and raise money to help provide essential furniture and household goods to families in poverty who are experiencing severe life challenges. Then on Saturday, May 2nd, 2020 teams participate in the Bed Race at the Barnes & Noble parking lot at Easton Town Center. The race runs approximately from 9 am to 12 pm.

Racing teams are comprised of 5 people- one Bed-Rider and four Bed Racers, who compete in 80-yard racing contests in the parking lot. Teams dress up in fun and creative costumes and participate in the Team Parade before the event.

Racing teams are provided a shared bed for each race. Teams may purchase a **reserved bed rental** for the day for an additional fee! Quantities are limited, so log in to your page and add it to your cart today.

Register early! A limited number of racers who sign up (and then race) get a \$20 Easton Town Center Gift Card.

Awards are presented by local celebrity judges for highest fundraising team, highest fundraising individual, best costume and best bed. In addition, prizes and incentives are available for participants when they reach various fundraising milestones.

Read the full team rules on page 14.

### How do all the divisions work?

When registering, Team Captains will choose their Bed Racing Division- the options are *Just for Fun*, *Competitive*, and *Not Racing* and teams will be grouped according to their levels. If you wish to change divisions, email us by Sunday, April 19th, 2020.

- *Just for Fun* teams race for the fun and fundraising aspects of the event.
- *Competitive* teams are athletic, elite and in it to win it. You want to make it to the finals, bring home the title in 2020, and also actively engage in the fundraising aspects of the race!
- *Not Racing* is for virtual teams or for teams that want to dress up in costume and raise funds. You can still participate but we will not seed your team into races.

### Are beds provided? How can I decorate my bed? Can I bring my own bed?

Yes, a *shared* bed rental is provided with your registration fee. We are also offering a *reserved* bed rental that is available **only** for your team's use on Saturday, May 2nd. Quantities are limited, so log in and add it to your cart today. For shared bed rentals a removable sign is permitted. For reserved bed rentals, all decorations must be removable (no paint, nails, glue, etc.). You are welcome to bring your own bed that follows the Bed Construction Rules.





If you do bring your own bed, drop off will be located in the Barnes & Noble parking lot. Cars must be moved to a designated parking location once beds are dropped off.

Beds will be inspected for rule compliance at check-in. All non-compliance issues must be corrected in order for a bed to race. No modifications are permitted once checked in except repairs.

Limited tools and minor repair materials will be available- if you feel the bed you are bringing may need more extensive repairs during the race, please plan on bringing your own supplies. We will maintain any rented bed. We will gladly accept donations of beds immediately after the races.

### Can children participate?

Children 13 years of age or older can participate with a signed parent/guardian waiver. Younger children are welcome to cheer. We will also have entertainment and games for children at the event!

### I need to add a team member or substitute one on my team.

You are able to sign up new individual team members until midnight on Wednesday, April 29th, 2020. Substitutions can be handled by emailing us. After Wednesday, April 29th additions or changes will be handled at check-in on Saturday, May 2nd, 2020.

### Can we change our team name?

You can change your team name through Sunday, April 19th, 2020 by emailing us and requesting a change. Please allow 2 to 4 business days for this change.

### Can I sign up my team on the day of the event?

No. At least one person from each team must be registered by **midnight on April 29, 2020**, so that we can create the race schedules. Individual team members can join online through Wednesday, April 29 or in person at the event on Saturday, May 2nd. No additional teams will be permitted to register after April 19, 2020. Participants registered by April 12, 2020, will be guaranteed a t-shirt. Substitutions will be permitted on site through race time or by emailing us before Wednesday, April 29<sup>th</sup>.

### What time do we need to arrive?

- Check-In begins at 8:00am.
- A mandatory Team Captain meeting will be held at the starting line at 8:30 am.
- Team parade will begin at 8:45 am with races immediately following.
- The event should conclude around 11:45 pm.

We encourage you to arrive early for several reasons:

- Pick up team bags with giveaways, fundraising incentive prizes, and t-shirts
- Turn in any donations collected through fundraising efforts



- Food and beverages are available for purchase
- Run practice races with the beds
- Secure a spot for any chairs or blankets you bring for the day
- Get your costumes ready for the team parade!

### Where is parking located?

Parking is free for participants and guests in any Easton Town Center lots. The closest lots are behind Fado's Irish Pub and P.F. Chang's, the South Garage next to Crate and Barrel and the East Garage behind Texas de Brazil. Please plan on allowing approximately 10-15 minutes to get to the race registration area once you arrive at Easton Town Center.

### Where can I check the bracket?

The brackets will be located near the starting line. These are the official standings. You will also be given a bracket at check-in for tracking your own team's progress.

### How do I know when it's my team's turn to race?

Follow the races for the teams in your flight/pool on the bracket schedule. Announcements will also be made.

### Can I bring a chair?

Yes, you are encouraged to bring your own seating- folding camping chairs, blankets etc. as seating is not provided.

### Is there food or water?

- Water will be provided for racers. Food and beverages will be available for purchase.



# ***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 your whole team's registration fee or just your own when signing up using the Fee Type field. If you decide to pay for your team's fee, you must have a minimum of two racers when you sign up (including yourself).
- 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, Instagram 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
- Remember this is a fundraiser to provide furniture for families in need.
- If each participant raises \$250 a family can receive a house full of furniture





## ***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 [nbpyzik@furniturebankcoh.org](mailto:nbpyzik@furniturebankcoh.org) once it is set-up in Stride. The deadline to request a change to your team name is Sunday, April 19, 2020.
  - Costumes should be family friendly and safe for running and pushing a bed throughout the day's races.
  - Shared beds are included in your registration fee but you are welcome to bring your own. Shared beds are shared with other teams and cannot be decorated.
  - With an extra fee you can have your own reserved bed for the day.



Examples of great team themes and decor



## ***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 \$50,000 to help 200 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 April 29th

- Premium reserved tailgate spot for your team
- Lunch provided for five members of your team
- 10 tickets to FBCO's 2020 Volunteer Appreciation event, includes a Clipper's game food and beverages

### **Kitchen Level Teams-** \$1,000+ in funds raised by April 29th

- Reserved tailgate spot for your team

### **Awards**

- 1<sup>st</sup> and 2<sup>nd</sup> place finishes in both the Competitive and Just for Fun divisions, 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, April 29th 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 and 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)



## 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)
- Follow us on Instagram [@FurnitureBankCOH](https://instagram.com/FurnitureBankCOH)
- 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, TikTok 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](https://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 4 wheels (4" minimum wheel diameter). All wheels must be load-bearing but do not have to be the same size. 2 wheels must be stationary and 2 wheels must swivel. All 4 wheels must have contact with the ground at the finish line. It is recommended that the front wheels swivel for steering purposes.
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.
  - If you rent a reserved bed, teams can only decorate their bed with temporary and removable objects, decorations, etc. No paint, nails, screws, staples are allowed.
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. In the competitive division 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 will receive and return at check-in. Changing bed riders will not be permitted in the competitive division. In the Just for Fun division any of the 5 team members may ride in any race.
4. 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.
5. Helmets, seat belts and other safety gear is strongly recommended. Closed toe shoes are required (no bare feet, no flip flops or open toe shoes).
6. This is an all ages, family friendly event to benefit The Furniture Bank of Central Ohio. Please keep bed themes, décor and costumes family friendly.
7. Rented shareable beds cannot have decorations except one removable sign with your team name. Signs must not obstruct racers sightlines.
8. Rented reserved beds can only have removable and temporary decorations. No staples, paint, screws, nails may be used.
9. FBCO provided beds must have the swivel wheels in the front at the time of racing that way beds are easy to steer.
10. 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.
- 11. All racers must maintain contact with the bed when crossing the finish line.**

