



TEAM INFORMATION

Saturday, October 14th at 9 am



furniturebankcoh.org/bedrace

furniturebankcoh.org



BED RACE 2023

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Introduction

Thank you for volunteering as a Team Captain for the **2023 Furniture Bank Bed Race presented by Sauder!** We are very excited that your team will be joining us on **SATURDAY, OCTOBER 14, 2023** for a morning of speed, excitement, and impact as we **race to restore homes and hope AND raise \$75,000** for local families.

Whether this is your first race or your fifth, this **toolkit** will provide you with all the **resources 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. Once you sign up, you will receive a **team page** and an **individual page**. Customize your pages and encourage your **friends** and **family** to go to furniturebankcoh.org/bedrace to **1) sign up to race** as a member of your team, **2) participate in a fundraiser, 3) 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).**

Explore the website, check out photos from previous year's event, start thinking of your team costume, and get **EXCITED** to compete for the glory of **Bed Race Champion!**

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 2023 Bed Race, **please add our email address to your contacts.**

Best of luck and thanks for helping us restore homes & hope for 300 local families!

Bed Race Event Contacts:

- **General Bed Race Email** – event@furniturebankcoh.org
- **Christine Mills**, Development Director – cmills@furniturebankcoh.org
- **Andrea Lopez**, Development Manager – alopez@furniturebankcoh.org
- **Ashley Mallik**, Development Specialist – amallik@furniturebankcoh.org



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2023 Important Dates

any changes will be communicated via email to registered participants

February 2023

- Sign up opens for the race at furniturebankcoh.org/bedrace
- Encourage friends, family, and coworkers to **register** for the 2023 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 *Quantities are limited*

March - September 2023

- Have a creative **fundraiser** in mind? **Make it happen** this month! Facebook fundraisers, workplace giving challenges, garage sales are just a few creative and effective ways!
- Spring break and the Easter holiday weekend are great times to remind family/friends about your team fundraising goal!

August 14, 2023

- **Registration deadline for guaranteed Bed Race t-shirts.**
 - You may still register but may not receive a shirt or a shirt in your requested size

September 24, 2023

- **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**

September 27, 2023

- **Deadline** to purchase a **reserved bed** for the day
- **Deadline** to **sign up all individual team members by MIDNIGHT**

October 13, 2023

- **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

October 14, 2023

START YOUR ENGINES! 2023 Furniture Bank of Central Ohio Bed Race Event Day

- North parking lot at Easton
- 9:00am: Check-In opens
- 9:30am: Team Captain Meeting
- 9:45am: Parade of Teams
- 10:00am: Races begins



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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, October 14th, 2023**, teams participate in the **Bed Race at the North 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 **50-yard racing contests** in the parking lot. Teams **dress up** in fun creative costumes, **decorate** their beds, 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 ASAP.

Awards are presented by judges for highest fundraising team, highest fundraising individual, best team costume and best decorated bed.

Read the full team rules on page 14.

How do the divisions work?

When registering, Team Captains will choose their **Bed Racing Division**- the options are **Just for Fun, Competitive, and Not Racing**. Teams will be grouped according to their levels. If you wish to **change divisions**, email us by **Saturday, September 24th, 2023**.

- **Just for Fun** teams race for the fun and fundraising aspects of the event.
- **Competitive** teams are in it to win it. You want to make it to the finals, bring home the title of Bed Race Champion in 2023, 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, Oct. 14th. Quantities are limited, so log in and add it to your cart ASAP. **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 North Easton parking lot. Cars must be moved to a designated parking location once beds are dropped off.



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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, Sept. 27th, 2023. Substitutions can be handled by emailing us. After Wednesday, Sept. 27th, additions or changes will be handled at check-in on Saturday, Oct. 14th, 2023.

Can we change our team name?

You can change your team name through Sunday, Sept. 24th, 2023 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 Sept. 24, 2023**, so that we can create the race schedules. Individual team members can join online through Sept. 27 or in person at the event on Saturday, Oct. 14th. No additional teams will be permitted to register after Sept. 24, 2023. Participants registered by August 14, 2023, will be guaranteed a t-shirt. Substitutions will be handled on site the day of the race until races begin.

What time do we need to arrive?

- Check-In begins at 9:00am.
- A mandatory Team Captain meeting will be held at the starting line at 9:30 am.
- Team parade will begin at 9:45 am with races immediately following.
- The event should conclude around 11:45 am.
- Any schedule changes will be communicated to all registered participants via email.

We encourage you to arrive early for several reasons:

- Pick up team bags with giveaways and t-shirts



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- Turn in any donations collected through fundraising efforts
- Food and beverages are available for purchase at nearby businesses
- 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 or garages. 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 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 at nearby businesses.

How do awards work?

1st and 2nd place finishes in both the Competitive and Just for Fun divisions, Best Decorated Bed, and Best Team Costume will be awarded on race day! Top Individual Fundraiser and Top Fundraising Team will also be awarded.



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Responsibilities of a Team Captain

Get Ready- Sign up!

- Start your team by signing up at 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)
- Get your team members registered early! Team members registered early will receive coaching and help with fundraising from Furniture Bank staff.

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
- 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



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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 event@furniturebankcoh.org once it is set-up in Stride. **The deadline to request a team name change is Sept. 24, 2023.**
 - 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



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Fundraising

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 \$75,000 to help 300 families. You can help us reach this goal by participating in the Bed Race and raising funds as a team. With 2+ 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

Fundraising Awards

- Highest individual fundraiser and highest team fundraiser awards will also be presented on race day. All donations recorded as of 9:00am on Wednesday, Sept. 29th will be counted toward the total raised.



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Tips on Fundraising

- Ask others to support you! See “Using Social Media for Fundraising” below.
- 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
- 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 race! Find the sponsorship packet and information online under the [Sponsors tab](#).

Using Social Media for Fundraising

- Follow us on Facebook facebook.com/furniturebankcoh, Twitter [@FurnBankCOH](https://twitter.com/FurnBankCOH), and Instagram [@FurnitureBankCOH](https://www.instagram.com/FurnitureBankCOH)
- Repost/retweet Furniture Bank posts and tweets to generate excitement using the hashtag **#BedRace** or **#FBCOBedRace**



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- Create a Facebook group for your team, where you can post important registration and donation information, as well as day-of information for all your friends
- **Start a Facebook Fundraiser to benefit your team and the Bed Race!** Totals will automatically update on your fundraising page as your friends give to your fundraiser. Find the quick start guide and more [here](#).
- 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 Tuesdays
 - If you're using other channels like Instagram, Snapchat, TikTok or Pinterest, spread the word there as well!



Schneider Downs' Furniture Bank Bed Race Teams 2017



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.furniturebankco.org/bedrace





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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 use a rental bed.

Examples of past beds built by teams





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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.**