# Checklist

| | Comment | Complete |
|---|---|---|
| | Identify Team Leader/Contact | |
| | Document Contact information (phone/cell number/email) | |
| | Identify number of participants in event | |
| | Compile Folders/Hand-outs to be distributed | |
| | Mail/Deliver packets to team leader | |
| | Order T-shirts | |
| | Order Prizes/Giveaways | |
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