



# CBIZ WORKPLACE CHALLENGE TEAM CAPTAIN CHECKLIST

Tuesday, August 5, 2025  
Jones Beach State Park

An overview of the event so that you get the most out of it for your team and your company. All forms and information mentioned below can be found at [www.cbizworkplacechallenge.com/registration](http://www.cbizworkplacechallenge.com/registration).

## □ FORM YOUR TEAM

**REGISTER YOUR TEAM.** The first step is to register your team. Get step-by-step instructions with our **Team Captain Management Guide**.

If you registered a team previously, you can use the same login/password but will need to create a new team each year. (You can use the same Team Name.)

### Entry Fees (per team member):

\$30 (through April 30)

\$35 (May 1-June 15)

\$40 (June 16-August 4)

THERE WILL BE NO DAY OF RACE REGISTRATION

**SPREAD THE WORD.** Send out an e-mail to your company employees encouraging them to register online.

**PAYMENTS.** Once your team is complete, make sure to remit payment either by credit card via your team admin site or by creating an invoice and sending a check to CBIZ Workplace Challenge, PO Box 189, Massapequa Park, NY 11762

**NO REFUNDS.** Substitutions may be made BY THE TEAM CAPTAIN no later than 5 pm on Thursday, July 31 through the CBIZ Workplace Challenge office.

## □ RESERVE YOUR SPACE

**SITE RESERVATION.** The event is "Long Island's largest company picnic" so be sure to reserve your space, at no cost. Complete the **Site Reservation Form** and submit it by July 9, 2025.

**TENT PERMIT.** In addition, if you will be using a tent (either your own, or a rental), you must ALSO complete the **NYS Tent Permit Form** and submit it by July 11, 2025.

Please be sure that all of your chairs, tables, etc. fit within your site. You will not be allowed to set up outside of your allotted site space. NEW: Tent stakes are NOT allowed. Please make arrangements for weights to be used instead.

## □ JOIN THE FUN

**EVENT T-SHIRT DESIGN CONTEST.** If you have designers on staff, you have the opportunity to design the official CBIZ Workplace Challenge T-shirt! Designed for the event t-shirt must be submitted by June 27, 2025.

**COMPANY T-SHIRT DESIGN CONTEST.** Are you planning to do custom t-shirts for your team? Might as well win an award for it! Designs for the company t-shirts must be submitted by August 1, 2025. Categories include:

- Best Event-Related Slogan
- Best Graphic Design
- Most Colorful

**BENEFICIARY FUND CHALLENGE.** It's another way to raise funds for our charity beneficiaries. The company AND individual who raises the most donations wins! Encourage your team to participate!

## □ PREP FOR THE RUN

**FREE RUNNERS/WALKERS CLINIC.** A great way to recruit team members and help motivate them is to schedule a free runners/walkers clinic at your site. From proper footwear and nutrition to injury prevention, get training tips (and a handy coupon) from the pros at Runner's Edge.

### QUESTIONS?

Always feel free to contact us:  
[CBIZworkplacechallenge@cbiz.com](mailto:CBIZworkplacechallenge@cbiz.com)

And stay updated through Facebook:  
[www.facebook.com/CBIZworkplacechallenge](https://www.facebook.com/CBIZworkplacechallenge).