

# The Great Midwest Dragon Boat Festival Team Manager's Checklist

## Dates to remember (These dates and times are tentative.)

**June 1** \_\_\_\_\_ Balance of registration fee due (\$550 for teams registered before September 30, 2009; \$650 for teams registered by December 31, 2009; \$800 for teams registered by March 15, 2010; and \$900 for teams registered after March 15, 2010.) Checks should be made out to: *Great Midwest Dragon Boat Festival*. Mail checks to:  
Great Midwest Dragon Boat Festival  
c/o Jim Parrish, Treasurer  
5004 Singing Trees Dr.  
Racine, WI 53406

\_\_\_\_\_ Submit a team roster and a waiver for each team member.

Mail or deliver to:

The Great Midwest Dragon Boat Festival  
c/o Pat Faulk  
4001 Washington Ave.  
Racine, WI 53405

\_\_\_\_\_ Attend the mandatory team captains' meeting (Each team must be represented.)

\_\_\_\_\_ Schedule practices online at: [www.midwestdragonboatfestival.com](http://www.midwestdragonboatfestival.com).  
(You will be notified when the practice schedule is available and how to schedule practice sessions.)

**July 9** \_\_\_\_\_ Festival grounds open - 5:00 pm

\_\_\_\_\_ Team Village opens for setup of team tents

\_\_\_\_\_ Register team at Festival Registration tent

\_\_\_\_\_ Submit any final changes to team roster and necessary waivers

\_\_\_\_\_ Team Captains' meeting (each team must be represented) (5:00 pm)

\_\_\_\_\_ Teams assemble for Parade of Teams at Festival Hall parking lot (6:00pm)

**July 10** \_\_\_ Team Village opens for setup of team tents (6:00 am)

\_\_\_ First race heats begin (approx. 8:30)

\_\_\_ Teams report to marshalling area 45 min. prior to scheduled race time

Updated 4/9/10