



Team Information
2009

May, 2009

Re: OROC® OutRun Ovarian Cancer
Event - 5K Race/Walk and 1-Mile Family Fun Run
Date - Saturday, August 29, 2009
Location - Rock and Roll Hall of Fame and Museum, Cleveland

Dear Team Captain:

Welcome to our sixth annual OROC 5K Race/Walk. We are excited to announce that we will be back at the Rock and Roll Hall of Fame and Museum® this year. With over 2,000 participants, we are now one of the top 5K races in the area. Did you know that OROC has contributed more than \$400,000 toward ovarian cancer research, awareness and education in Northeast Ohio? Team support is critical to OROC and its efforts to raise funds. By encouraging family, friends and co-workers to participate in the event, you are helping make a difference in the lives of those who may be impacted by this disease.

We prepared this packet to help you plan for the OROC 5K Race/Walk and hope that it provides all of the information that you need to put together a successful team. As a first step, we recommend that you contact Nick Swingos at Hermes Sports & Events to verify your contact information as the team captain and to answer any questions you may have about the team registration process. Nick can be reached via email at **nswingos@hermescleland.com** or at **216.623.9933**.

Thank you again for taking this initiative on behalf of OROC. Your dedication as a Team Captain makes it possible for us to fulfill our mission of creating an active community of hope in the quest to conquer ovarian cancer through awareness, education and early detection.

Kind Regards,

Kathy Matthews,
Team Coordinator

TEAM CAPTAIN CHECKLIST AND SCHEDULE

- 1. CreateYourTeam..... Now**
 - Email Nick Swingos at Hermes Sports & Events at nswingos@hermesccleveland.com or call 216.623.9933 to verify your contact information as the team captain and to answer any questions.
 - Publish instructions for registering your team (Attachment A should get you started)
 - If applicable, ask your employer if there is a matching program available for donations and whether or not employees can be sponsored.
- 2. Register Your Team..... Now until August 7**
 - When you know you have at least eight participants, you officially have a team!
 - Register your team online at www.hermescleveland.com
Go to link: "Click here to register" and then "TEAM CAPTAINS-CREATE YOUR TEAM"
Complete all information, including username and password
 - Manage your team online at www.active.com/active
Enter team captain username and password
Go to link: "TEAM HOME"
- 3. Complete Mail-In Registration Process..... August 7**
 - Team participants complete the Registration Form (Attachment B)
 - Team participants submit Registration Forms and Fees to you (not Race Office)
 - You complete the Team Roster (Attachment C)
- 4. Mail to Hermes..... August 11**
 - Submit the Registration Forms, Team Roster, Registration Fees and any other pledges/donations to Hermes Sports & Events
- 5. Complete Online Registration Process..... August 18**
 - Team participants register and pay online at www.hermescleveland.com
Go to link: "Click here to register" and then "Register Now"
Select "Team Registration"
Pick your team from the drop-down menu
Enter all information and pay via credit card
- 6. Pick Up Race Packets..... August 22**
 - You will be notified via e-mail or phone regarding the packet pick-up location and time
- 7. Have Fun at The Race..... August 29**
- 8. Collect Pledges and Mail to Hermes..... Now until September 30**
 - Submit pledges with Pledge Form (Attachment D) to Hermes at 1624 St. Clair Avenue, Cleveland, Ohio 44114

(A)

MEMORANDUM TEMPLATE

To: All Employees

From: Human Resources

Date: April, 2009

Re: OROC® OutRun Ovarian Cancer
5K Race/Walk and 1-Mile Family Fun Run on Saturday, August 29, 2009

This year, 28,000 women will be diagnosed with ovarian cancer. Unfortunately, 14,000 who have been battling the disease will die. Ovarian cancer research and early detection can save lives. To date, OutRun Ovarian Cancer (OROC) has contributed more than \$400,000 toward ovarian cancer research and education in Northeast Ohio.

To support this worthwhile cause, ABC COMPANY is forming a team to join the OROC 5K Race/Walk. We hope that you will consider either signing up to join our team or pledging money to our team participants. This year's race will be returning to Cleveland's Rock and Roll Hall of Fame and Museum on Saturday, August 29th. The event will feature live entertainment at the race site and along a rockin' 5K course. There will be activities for the whole family including a 1-Mile Family Fun Run, a craft tent, face painting, games and more. All participants will receive a commemorative t-shirt. Great prizes and post-race refreshments will also be available.

There are two ways you can register to join the ABC Company team:

By Mail: Call the "Team Captain" for a registration form. Complete the form.
Don't mail it in - return it to your "Team Captain" with your registration fee. **Deadline is August 7.**

Online: Go to the OROC Race Website at www.hermescleveland.com.
Go to "Click here to register" and then "REGISTER NOW" and select "Team Registration."
Find our team name in the drop-down Menu - it's ABC COMPANY - and then enter our team password - ABC. Complete all required information and pay your registration fee via credit card. **Deadline is August 18.**

We will distribute more detailed information regarding our team as we approach Race Day. Until then, please do not hesitate to call me if you have any questions.

(B)

TEAM REGISTRATION



Race Schedule

Race starts and finishes at the Rock and Roll Hall of Fame and Museum*

7:15 a.m.	Race Day Registration
7:50 a.m.	Celebration Rally & "Survivor" Group Photo
8:20 a.m.	Family Fun Run Start
8:50 a.m.	Survivors' Tribute
9:00 a.m.	5K Race/Walk Start
10:15 a.m.	Dick's Sporting Goods Awards & Closing Remarks

Entry Fees

\$18 before 8/25/09

\$10 for kids (ages 10 and under)

5K Awards

Top male and female overall finishers, and top three finishers for men and women in the following groups: 9 and under, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60+.

All participants will receive a commemorative t-shirt. The run will feature live entertainment at the race site and along the course plus a family fun area with crafts, games and more. Great prizes and post-race refreshments will also be available.

There will be special recognition for largest team rosters on race day.

Mail-in registration deadline is August 7, and online registration closes at midnight on August 18.

For more information or to register online contact:

Hermes Sports & Events

www.hermescleveland.com or 216.623.9933

August 29, 2009

Team Registration

Team Name _____ Team Captain _____

Indicate Event: 5K _____ 1-Mile _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Date of Birth: _____ Age on Race Day: _____ Sex: M _____ F _____

In consideration of your accepting this entry, I hereby for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against OROC, Hermes Sports & Events, City of Cleveland, their representatives, successors, and assigns for any and all injuries suffered by me in said event. I further attest that I am physically fit and have sufficiently prepared for this event. I will additionally permit the free use of my name and/or picture in OROC publications or in any news coverage, and give my permission for the administration of medical aid in case of emergency.

Signature _____
(parent's if under 18 years)

Circle t-shirt size: Youth - S M L Adult - S M L XL XXL

I am an ovarian cancer survivor: # of years? _____ I would like to make an additional donation to OROC of \$ _____

Registration checks are payable to Hermes Sports & Events. All donation checks should be made payable to OROC.

Return completed registration form, entry fee and any donations to your Team Captain by August 7, 2009

www.oroc.org

