



Team Information
2018

February, 2018

Re: OROC® OutRun Ovarian Cancer

Event - 5K Race/Walk and 1-Mile Family Fun Run

Date - Saturday, August 4, 2018

Location - Rock and Roll Hall of Fame and Museum, Cleveland

Dear Team Captain:

Welcome to our fifteenth annual OROC 5K Race/Walk and 1-Mile Family Fun Run. We are back at the Rock and Roll Hall of Fame and Museum® and, with over 2,300 participants, we are one of the top 5K races in the area. Did you know that OROC has contributed more than \$1,000,000 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. Any questions or concerns about setting up a team please contact Adam Petrovic at Hermes Sports and Events: apetrovic@hermescleland.com or call 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,

Brad & Brittany Berelsman,
Team Coordinators

TEAM CAPTAIN CHECKLIST AND SCHEDULE

- 1. Create Your Team..... Now**
 - Any questions or concerns about setting up a team please contact Adam Petrovic at Hermes Sports and Events: apetrovic@hermescleland.com or call 216.623.9933.
 - 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 July 25**
 - When you know you have at least eight participants, you officially have a team!
 - Register your team online at www.hermescleveland.com
Click on link: "Register Online" to start registration process.
After you select your t-shirt size, under "Team Information", click "Create a Team"
Enter the team name and continue on with the registration process.
 - Manage your team online at www.active.com
Sign in under team captains username and password.
Click on "My Events" under teams captains name in top right corner of page.
Find the OROC event and click on Manage Team.

- 3. Complete Mail-In Registration Process..... July 14**
 - 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..... July 18**
 - Submit the Registration Forms, Team Roster, Registration Fees and any other pledges/donations to Hermes Sports & Events

- 5. Complete Online Registration Process..... July 25**
 - Team participant registration and pay online at www.hermecleveland.com
Click on link: "Register Online" to start registration process.
After you select your t-shirt size, under "Team Information", click "Join a Team"
Search the team name, then select the team name, and then continue with registration.

- 6. Team Captains Pick Up Race Packets at location picked during registration and distribute. August 1/2**
 - Go to www.oroc.org for locations and times

- 7. Designated "Team Tent" available for Last-Minute Team Distribution and "Team Huddle". August 4**

- 8. Collect Pledges and Mail to OROC..... Now until September 30**
 - Submit pledges with Pledge Form (Attachment D) to OROC at P.O. Box 40332, Bay Village, Ohio 44140

(A)

MEMORANDUM TEMPLATE

To: All Employees

From: Human Resources

Date: February, 2018

Re: OROC® OutRun Ovarian Cancer
5K Run/Walk and 1-Mile Family Fun Run on Saturday, August 4, 2018

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 \$1,000,000 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 4th. 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. 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 July 14th.**

Online: Go to the OROC website at www.hermescleveland.com

Click on link "Register Online". Under team information, search and select our team – ABC COMPANY – and then enter in team password (if applicable). Complete all required information and pay your registration fee via credit card. **Deadline is July 25th.**

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



COURSE MUSIC & FAMILY FUN

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

Course

Race starts and finishes at the Rock and Roll Hall of Fame and Museum® in downtown Cleveland.

Race Schedule

7:15 a.m.	Race Day Registration
8:00 a.m.	Celebration Rally
8:30 a.m.	Survivors' Tribute
8:50 a.m.	Survivor Group Photo
9:00 a.m.	5K Race Start
9:05 a.m.	1-Mile Family Fun Run Start
10:00 a.m.	Awards Ceremony

Entry Fees

\$25
\$15 for kids (ages 10 and under)

5K Awards

Top male and female overall finishers, and two deep for men and women in the following age groups:
9 and under, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70+.

Mail-in registration deadline is July 18th, and online registration closes at midnight on July 25th.

For more information or to register online contact:

Hermes Sports & Events
www.hermescleveland.com or 216.623.9933

Team Registration

Team Name _____ Team Captain _____

Indicate Event: 5K _____ 1-Mile _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

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 July 14, 2018.



(D)
PLEDGE FORM

5K Run/Walk and 1-Mile Family Fun Run
 Saturday, August 4, 2018

Pledges Collected By: _____ Phone: _____

Team Name (if applicable): _____ Team Captain: _____

Sponsor's Name	Address, City, State & Zip	Phone	Pledge \$
Total Pledges Collected			\$

Thank you for supporting OROC, an organization dedicated to creating an active community of hope in the quest to conquer ovarian cancer through awareness, education and early detection.

- Turn in your completed pledge form, along with checks made payable to OROC, to your team captain by September 30, 2018. **Please mail to OROC at: P.O.Box 40332, Bay Village, Ohio 44140**
- You can also bring your pledge money to the event.
- Check to see if your employer has a matching gift program.
- All pledges are tax deductible within the extent of the law. OROC is a 501(c)(3) nonprofit organization. Your cancelled check serves as your receipt.
- For more information or to become involved, call 440.915.5388 or visit www.oroc.org