

MANAGER'S CHECKLIST



ITEM	DUE DATE	COMPLETED
Recruit participants	Within four weeks before registration closes	<input type="checkbox"/>
Source host organisation	Within four weeks before registration closes	<input type="checkbox"/>
Set up Team Committee	Within four weeks before registration closes	<input type="checkbox"/>
Collect and submit all member registration forms to the Knockout Health Challenge [KHC] team	Within four weeks before registration closes	<input type="checkbox"/>
Collect T-shirt forms from team members, complete team T-shirt form and submit to KHC team	Within four weeks before registration closes	<input type="checkbox"/>
Submit <i>Start-up Funds Invoice</i> to KHC team. Provide an <i>Acquittal Report</i> and a copy of associated invoices	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Submit <i>Koori Cooking Form</i> to KHC – if undertaking	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Submit <i>Regional Carnival Form</i> to KHC – if undertaking	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Book in <i>Deadly Living</i> with KHC team	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Attend Teleconference One	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Help keep team motivated and on track during the Challenge	Ongoing over the 12 weeks of the Challenge	<input type="checkbox"/>
Attend Teleconference Two	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Submit <i>Reserves Form</i>	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Attend Teleconference Three	Refer to <i>Key Dates for Team Leader</i> document	<input type="checkbox"/>
Collect and submit all <i>Final Weight</i> forms to the KHC team	Within one week of the completion of the challenge	<input type="checkbox"/>
Celebrate with team!	Once challenge is completed and <i>Final Weight</i> forms submitted	<input type="checkbox"/>
Winning teams – provide an <i>Acquittal Report</i> and a copy of associated invoices	Within six weeks of receiving prize funds	<input type="checkbox"/>