

## Check List

**Team Captain:**

**Team Name:**

**Team Goal \$:**

**Personal Goal \$:**

**Team Captain:**

- CHOOSE AND DECIDE ON YOUR COMPANY'S ONE BRAVE NIGHT FOR MENTAL HEALTH™ CHALLENGE ACTIVITY OR EVENT.
- Visit [www.OneBraveNight.ca](http://www.OneBraveNight.ca) and access the Participant Centre to customize your team page to plan your One Brave Night, and for tips and tools in executing your successful event.
- Create a fundraising plan and come up with ideas to fundraise.
- Decide on your location and/or book a venue.
- Investigate if your company will match funds raised by you and your teammates – great way to double your impact!
- Create an invite to your One Brave Night for Mental Health challenge.
- Create your invitation list and send out your invitation. Grow your team and fundraising support circle. Think outside the box and approach everyone!
- Download our company poster for you to display in your staffroom and around the office – encourage more colleagues to join and sponsor your team. [Click here.](#)
- Post to your company's social media channels and challenge others to join you by donating or joining your team to raise awareness and funds to support those living with mental illness and addiction.
- Challenge your teammates with some friendly competition – the first team member to email five people gets a special treat you can purchase and provide as an incentive (such as a gift card) when you reach the end of your One Brave Night on the morning of April 7!
- Ask your teammates to add your One Brave Night for Mental Health challenge participation to your work email signature.
- Follow-up on your One Brave Night RSVP list and finalize your guest list.
- Let your team know what goals have been achieved and encourage them to keep going with their personal fundraising.
- Plan for your event day/night on April 6. What are you wearing? What does your event need: Food? Party favours? Lights that match CAMH's purple? Purple nail polish? Purple hair dye?
- Put on your One Brave Night gear and start snapping selfies during your event.
- Post your selfie or group selfie and add hash tags [#OneBraveSelfie](#) and [#OneBraveNight](#).
- Thank everyone who participated, supported and donated to your OBN challenge.
- Collect cash or cheque donations and keep track of them on your pledge form. [Click here.](#)
- Submit all pledge forms with corresponding donations to CAMH Foundation, 100 Stokes Street, 5th floor, Bell Gateway Building, Toronto, Ontario, M6J 1H4.
- Provide us with feedback or comments on the CAMH One Brave Night for Mental Health challenge by emailing us at [info@onebravenight.ca](mailto:info@onebravenight.ca).

**As a Participant, you should:**

- Visit [www.OneBraveNight.ca](http://www.OneBraveNight.ca) and access the Participant Centre to customize your personal page
- Start telling your friends, family and community about your One Brave Night for Mental Health challenge by using the customizable emails in the Participant Centre, by phone or personal email.
- Post to your social media channels and challenge others to join you by donating or joining your team to raise awareness and funds to support those living with mental illness and addiction.

If you have any questions, or would like some more information on how to promote your company's [#OneBraveNight](#), please email [info@onebravenight.ca](mailto:info@onebravenight.ca).

Thanks!  
Participant Coach Sacha