

# SIGN-UP AND EVENT EMAILS

We want to make your job as Team Captain as easy as possible. Below are sample emails that you can copy and paste to distribute to your team. The dates are provided only as an estimate to help guide you.

## Anytime between April 3 and April 16

Subject Line: Be Green, Be Healthy, Be Part of Our Team

Join (**Company name**) in this year's 2018 Business Commute Challenge (BCC)! It's easy and fun!

The BCC is a weeklong event May 12-18, where businesses compete against each other to see who can have the most employees walk, bike, bus, or carpool to work and (**company name**) is in it for the win!

As a participant you can win great prizes! Prizes range from a Breezer Bike donated by Arriving by Bike, weekend getaway to the Oregon Coast, to gift certificates from local restaurants, gift baskets, and more! The more you participate, the bigger the prize you have a chance to win. Visit the BCC [Prize page](#) to learn more.

Sign-up at [commutechallenge.org](http://commutechallenge.org) and select (**team name**) as your team, then complete the form. If you need help, let me know or call Cody at 541-682-6206.

Make sure to check out the list of events being held during the Business Commute Challenge. Lots of fun to be had – the Eugene and Springfield poker walkabouts, a kick-off party at Oakshire Brewing on April 26, and more!

Let's have some fun and make (**company name**) a winner!

## Send Anytime – remember that the Walkabout is on an RSVP Basis and limited to first 125 people

Subject Line: Business Commute Challenge: Don't miss out on the Eugene and Springfield Poker Walkabout!

These are two fun events you don't want to miss! Walk to participating businesses collecting playing cards and then turn in your best poker hand for the win! Great prizes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place along with fun giveaways from participating businesses all while exploring downtown

Eugene: Monday, May 14, 11:30 am – 1:30 pm. begins at the LTD Next Stop Center, 1099 Olive St.

Springfield: Thursday, May 17, 11:30 am – 1:30 pm., begins at Springfield City Hall.

Must be pre-registered to participate. Visit [commutechallenge.org](http://commutechallenge.org) and click the "Walkabout" tab to register. Must be signed up as a BCC participant to join in the fun.

## Tuesday, April 24

Subject Line: Business Commute Challenge Kick-off Party

Don't miss out on the Business Commute Challenge Kick-off Party at Oakshire Brewing! Thursday, April 26, 4:00 p.m. – 7:00 p.m. 207 Madison St. Stop by for discounted food, \$1 off of beverage, live music, win prizes and have fun! If you have not already signed-up you can do that the party too. Come on down and get ready to "BCC".

## Monday, 5/7

Subject Line: Business Commute Challenge - Only 5 days until the Challenge begins!

Do you have your trips planned for the week?

Here are some great resources to help:

Carpool: Sign-up at [Drivelessconnect.com](http://Drivelessconnect.com) and search for a carpool partner. Make sure to think outside the box when searching. Partners don't have to live right by you - maybe you could meet someone at a [Park & Ride](#) location near your house? Or better yet – check with people here at work – you may be surprised who lives near you or drives past your area on the way in to work.

Bus: ***Ride for free during the Challenge***, see me to get your free bus passes. Visit [ltd.org](http://ltd.org) or contact Lane Transit District's customer service center at 541-687-5555 to get help planning your route.

Bike: I have bike maps available to help plan your ride. If you don't want to ride alone, you can find a match at [drivelessconnect.com](http://drivelessconnect.com) or here at (insert company name).

## Thursday, 5/10 (attach pdf of event calendar)

Subject Line: Business Commute Challenge - Two Days and Counting!

Only two days until the challenge begins – have you signed up? Don't miss out on the chance to win some great prizes and have fun. Visit [commutechallenge.org](http://commutechallenge.org) to sign-up and win!

Don't know how to sign-up?

Visit [commutechallenge.org](http://commutechallenge.org) and select (team name) as your team, then complete the form. If you need help, let me know or call Cody, Business Commute Challenge Coordinator at 541-682-6206.

Make sure to check out the list of events being held during the Challenge week. Lots of fun to be had – the Eugene and Springfield poker walkabouts, a wrap-up party at Eugene Wine Cellars, and more!

Reminder – if you are interested in participating in the Walkabouts, you must be pre-registered. Visit [commutechallenge.org](http://commutechallenge.org) and click on the "Walkabout" tab.

Let me know if you need any help or call Cody at 541-682-6206.

## Monday, 5/14

Subject Line: Business Commute Challenge - Be Green, Be Healthy, Be a Part of Our Team!

(**Company name**) is ready to win the Business Commute Challenge (BCC) – let's show everyone what we can do! Visit [commutechallenge.org](http://commutechallenge.org) to sign-up and bike, bus, walk, or carpool to work this week. Even if it's just a few days – it all adds up for the win!

As a participant you can win great prizes! Prizes range from a Breezer Bike donated by Arriving by Bike, a weekend getaway to the Oregon Coast, to gift certificates from local restaurants, gift baskets, and more!

## Friday, 5/18

Subject Line: Business Commute Challenge - Did You Remember to Report Your Commutes?

It's not too late! Visit [commutechallenge.org](http://commutechallenge.org) and log your commute miles for the week. The deadline for reporting is **Monday at 5:00 p.m.**

Even if you haven't signed up yet, you can still sign-up at [commutechallenge.org](http://commutechallenge.org) today and report your trips. Don't miss out on a chance to win some great prizes like from a Breezer Bike donated by Arriving by Bike, a weekend getaway to the Oregon Coast, to gift certificates from local restaurants, gift baskets, and more!

## Tuesday, 5/23

Subject Line: Business Commute Challenge – Thank You!

Thank you to everyone at **(company name)** who participated in the [Business Commute Challenge](#) (BCC)! Winners will be announced on Thursday, May 24 at the BCC Wrap-up Party at Sweet Cheeks on 5th, 248 E 5th Ave, 4:00 pm – 7:00 pm. Join our team for an afternoon of music, prizes, awards, appetizers, \$1 off beverage, and fun. Remember, if you won a prize during the Challenge week, you can pick-up prizes at the wrap-up party event.

## Thursday, May 24

Subject: Business Commute Challenge – Party and Prizes!

Reminder – tonight is the Wrap-up Party at Sweet Cheeks on 5th, 248 E 5th Ave, 4:00 pm – 7:00 p.m. Join our team for an afternoon of music, prizes, awards, appetizers, \$1 off beverage, and fun. Remember, if you won a prize during the Challenge week, you can pick-up prizes at the wrap-up party event.

If you won a prize and are unable to pick it up at the party, please contact the BCC staff at [commutechallenge@ltd.org](mailto:commutechallenge@ltd.org), or call Cody at 541-682-6206 to arrange pick-up.

Thank you again for being part of the **(company name)** Team!