

## **Sponsorship Coordinator**

- Fall
  - Put Banners up on the fields (check for wear & tear) - take down after closing day
  - Assign Sponsors to teams for jerseys
  - Continue with Sponsor Shout-Out Facebook posts.
  
- Spring
  - Evaluate & Secure Past & New Sponsors
  - Collect Payment & Agreement Contracts
  - Order Banners needed (check old stock beforehand to see if any old banners need to be replaced for wear & tear)
  - Assign Sponsors to Teams for Jerseys
  - Put Banners up on the fields (take down after closing day)
  - Post Sponsor Shout Outs on Facebook (usually 2 per month.
  - Order Sponsor plaques/photos for end of season gifts & deliver
  - Assist with Community Day and other events by reaching out to Sponsors (for auction items, donations, etc)
  - Arrange Sponsor Showcase tents for Community Day

Must complete the following minimum requirements:

- Complete at least 6-8 BMOD shifts during each regular season. (You cannot complete these BMOD shifts while coaching a game.)
- Attend at least 75% of the Board meetings each year