

Sponsorship Coordinator

Role

To coordinate sponsorship opportunities related to the Red Deer Ringette Association.

Responsibilities

- Attend monthly meetings, especially the fall and spring meetings.
- Prepare letters and invoices for past sponsors and mail out letters in August. Call or email sponsors to confirm intent to continue sponsorship first week of September. Send out invoices to those confirmed and start looking for potential sponsors. Contact Registrar for list of members (who have players registered with RDR) interested in sponsoring a team.
- Find out from Registrar how many teams are being made and assign a sponsor to each, honoring sponsors with players on a team first and any requests and suggestions from executive.
- Ask membership for help in finding new sponsors if needed.
- Obtain any new sponsorship logos and send to Webmaster.
- Email sponsor list to RDR President and Webmaster.
- Send team sponsor list matched to team names to Photo Coordinator so that plaques can be made for sponsors.
- Pick up sponsorship plaques and deliver to businesses. If possible, take a few players to deliver plaques and thank the sponsor personally.
- Obtain copy of thank you to sponsors insert from Red Deer Advocate (post season)