



Salmon Arm Minor Baseball Association  
Bag 9000, Ste 132 190 TCH N.E  
Salmon Arm, B.C. V1E 1S3  
President: Jeff Lipsett

### **Sponsor Coordinator: duties**

The job is fairly simple and usually last about two weeks. Present coordinator has information binder.

Start in early to early to mid-March.

1. Make up a letter for the new season using the generic sponsor letter. (Disc is in binder)
2. Copy, cut & paste in each sponsor's address and name. Print.
3. Create invoices using the generic invoice file. Print.
4. Call sponsors or go directly to their businesses. Direct is better as it gives you a chance to talk with the sponsors face to face.
5. If they are interested, you could give them an invoice right away or choose to mail it to them.
6. Let the uniform manager know who will be sponsoring as soon as you know. The Uniform Manager needs to order the caps.
7. Attempt to get a cap/t-shirt sponsor for each team.
  
8. At the end of the season, a team photo is taken to each sponsor as a thank you along with a certificate of appreciation you make.