



2018 Junior Orange Bowl Volunteers

SPONSORSHIP VOLUNTEERS

Goal of the job

- To develop prospective sponsorship contact list and reach out to and secure local corporate sponsors. Identify and reach out to companies that have products/services that are aligned with tennis. If they are unable to be a sponsor, see if they are willing to provide samples for goody bags. Sell ads for Program Book

REGISTRATION DAY VOLUNTEERS

Qualifying- December 8th and Main Draw- December 11th

Goal of the job

Check in a total of 1,300 players during both days of Check In for Qualifying and Main Draw registration. Set up and sell JOB merchandise and fill Player Goody bags.

Time Commitment

December 8th and/or December 11th at University Miami Field House

Goody Bags (fill them with items)	Dec 8 th	UM Field House	Time: 11am - 2pm
Registration for Qualifying Draw Players	Dec 8 th	UM Field House	Time: 2pm - 5pm
Merchandise set up	Dec 8 /11	UM Field House	Time: 11am - 2pm
Merchandise Selling	Dec 8/11	UM Field House	Time: 2pm – 6pm
Registration for Main Draw Players	Dec 11 th	UM Field House	Time: 2pm – 5pm

Roles/Responsibilities

1. **Stuff Goody Bags:** December 8th at UM Field House
Stuff bags 11am-3pm before start of qualifying registration **Volunteers needed: 12**
2. **Check in Players at Qualifying and Main Draw Registration-2 volunteers for each division** - All Qualifying players must check in and pick up their draw sheets and show their passport or USTA card. Volunteer checks off their name and gives them the draw sheets and card to put their local information. Each player gets Goody Bag and t shirt.
Volunteers needed: 8 for each registration day
3. **Selling of Merchandise December 8th and December 11th**
Set up and selling of JOB merchandise during both registrations. Volunteers needed at least 3-4 hours before registration begins **Volunteers needed: 10**

Additional volunteers needed at Registration

1. **Player Contact Card Table-** place "Contact Cards" with pens and receptacles marked with each division for players to fill out and leave.
2. **Information Table-** assign a volunteer to man the table with maps and player information. Should be someone familiar with Coral Gables and South Miami area. Place maps, pens and information booklets on tables.
3. **Set up room with Banners and tables etc. 11am – 2pm** on Dec. 8th and Dec.11th
4. **Break down registration. 6:00-7:00 pm**

Miscellaneous: Selling merchandise at the different sites during the tournament, please contact the Tennis Committee at abbydresnick@yahoo.com for additional details.