

Sponsor Coordinator

The Sponsor Coordinator is responsible for soliciting and securing corporate sponsors. Their donations help offset the cost of the Fun Run so more funds stay with your organization.

TASK	RESOURCES	BUDGET	NOTES
Solicit Sponsors	- SPONSOR REQUEST LETTER - SPONSOR DONATION LIST - Local businesses - Parent owned businesses	INCOME, cash and gift cards	Start early. All submissions should be in 6-8 weeks before event.
Establish/Fulfill Reciprocity			- Platinum, gold, silver, bronze levels, etc. - Ensure all agreements are met
Collect Logos	Sponsors		Get logo artwork from necessary sponsors
Sponsor List	SPONSOR DONATION LIST		Submit list to Committee Chair
Sponsor Banner	- Any print shop - Fun Run 101 (Full Program)	\$50.00	If part of reciprocity is banner placement, create and order banner
Race Bag	- Sponsors - Prize Donors		- Bags can be donated from local store - Collect material from sponsors and prize donors and stuff bags

Race Bag Thank You	• RACE BAG THANK YOU		• Lists all sponsors and prize donors. Place in Race Bags.
Thank You Notes	• DONATION RECEIPT		• Send to all who donate. • Consider including a picture of the event