



Junior Orange Bowl Tennis Volunteer Overview December 2016

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

SOCIAL MEDIA and LOCAL MEDIA

Goal of job

- Assist with Facebook, Instagram, and Twitter to get the word out about the tournament.

REGISTRATION DAY VOLUNTEERS

REGISTRATION days and times

Saturday, December 10, 2016 (Qualifier Check-in) 2:00pm - 4:00pm

Tuesday, December 13, 2016 (Main Draw Check-in) 2:00pm – 3:00pm Reception 3:00pm – 5:00pm

Goal of the job

Check in a total of 1,500 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 10th and/or December 12th at University Miami Field House

Goody Bags (fill them with items)	Dec 10	UM Field House
Registration for Qualifying Draw Players	Dec 10	UM Field House
Merchandise set up	Dec 10 /13	UM Field House
Merchandise Selling	Dec 10/13	UM Field House
Registration for Main Draw Players	Dec 13	UM Field House
Reception	Dec 13	UM Field House

Roles/Responsibilities

- Stuff Goody Bags:**
Stuff bags before start of qualifying registration **Volunteers needed: 12**
- Check in Players at Qualifying and Main Draw Registration-2 volunteers for each division -** All Qualifying players (approx. 850) 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
- Selling of Merchandise both Qualifying and Main Draw Registration**
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

- Player Contact Card Table-** place “Contact Cards” with pens and receptacles marked with each division for players to fill out and leave.
- 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.
- Set up room with Banners and tables etc**
- Break down registration**

Miscellaneous Selling merchandise at the different sites