



Presentation Day Co-ordinator

General Committee Position

Reports to

Registrar/Executive Committee/General Committee

Special Skills Required

- Well organised & enthusiastic
- Attention to detail
- Good Communicator

Duties

- Communicate with Team Managers, Newsletter Editor & Registrar
- Arrange the purchase and engraving of all Trophies for Presentation Day eg. Participation, Best & Fairest, Runners Up, 50 game medallions, 100 & 150 game trophies, etc.
- Ensure all trophies are engraved with players, name, team, year, etc
- Double check Names on team lists with Team Managers to ensure every player is listed correctly with correct spelling of name etc.
- List to be given to the Trophy supplier for engraving
- Double check that all Trophies have been received and are engraved correctly
- Set up trophies on tables etc in readiness for Presentation Day
- Attend Presentation Day and assist all Coaches/Team Managers as they make their presentations to ensure that all trophies are handed out correctly
- Contact players absent from Presentation Day and make arrangements for them to collect their trophies from you
- Arrange gifts for coaches and committee as required
- Co-ordinate all activities associated with the event, including entertainment, sporting activities, BBQ, catering etc.