



Team Event Planning Request for Co-Sponsorship & Support from Tiger Boosters

Help us help you. Use this form whenever you are planning, hosting, or organizing event where we could be helpful or where your group will need our resources and support.

Team _____ **Date** _____

Contact _____ **Role (coach, parent, etc.)** _____

Email _____ **Mobile #** _____

Event:

Name of Event _____

Proposed Date _____ **Is this date already confirmed?** YES NO

Proposed Time _____ **Setup & Cleanup** _____

Type of Event (check all that apply):

- | | |
|------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bash for fundraising | <input type="checkbox"/> Sporting event—PUBLIC (ex. Tiger Run) |
| <input type="checkbox"/> Bash/party for team bonding | <input type="checkbox"/> Sporting event—SCHOOLS ONLY (any school, only on DCPS property) |
| <input type="checkbox"/> Auction—LIVE | <input type="checkbox"/> Sporting event—PUBLIC (teams only) |
| <input type="checkbox"/> Auction—SILENT | <input type="checkbox"/> Non-Sporting event--PUBLIC (ex. Sneaker Expo) |
| <input type="checkbox"/> Donation | <input type="checkbox"/> Non-Sporting event—SCHOOLS ONLY (only DCPS property) |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Non-Sporting event-- PRIVATE (team only) |
| <input type="checkbox"/> Grant | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sponsorship | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other _____ | |

Describe your event here. Include details on any fees you'll charge or things you'll be selling, including food, as well as vendors you'll be using:

BOOSTERS SUPPORT

What do need from Tiger Boosters? If you're not sure, please let us know. We want to make sure that we understand our role and what needs to be done to meet all legal requirements and policy logistics. Please read this list carefully and check all that apply. If you're not sure, put a question mark (?).

PAPERWORK LOGISTICS

- BUA (building use form)
- Boosters signatures
- DC Govt ppwk
- EIN letter
- Forms verified by Boosters
- Insurance certificate(s)
- Special insurance
- Tax exempt certificate
- Other: _____

ON-SITE LOGISTICS

- Bathroom access
- Decorations
- Mapping help
- Menu planning
- Security
- Vendor management
- Ordering:
 - #tables: _____ #chairs: _____
 - #trash: _____ electricity? _____
- Other: _____

MONEY STUFF

- Eventbrite
- Help with cash flow (Boosters fronts cash)
- PayPal fundraising acct access
- PayPal on-site payment
- Set up new payment processor
- Vet sponsorship opportunities
- Other: _____

BOOSTERS RESOURCES

- Auction software
- Evite
- SignUp Genius
- TeamSnap tournament s/w
- Website (new page on)
- Wilson Live
- Other: _____

EVENT/TEAM BRANDING

- Name of event
- Design banners (for SM)
- Design flyer
- Design logo
- Webpage development
- ID marketing venues
- Messaging
- Ordering banner(s)
- Ordering flyer(s)
- Other: _____

MARKETING & PR

- Access to WTA's social media
- Social media execution
- Principal's news bulletin
- The Beacon (story)
- Local paper(s)
- Local listservs
- Geofilter for SnapChat (fee)
- Other PR (ex. story in WaPo)
- Other: _____

WTA ADMINISTRATIVE FEE

Based on the amount of work and support that Tiger Boosters provides, Boosters will take between 20-50% of net proceeds (amount of money collected after expenses are paid), unless other arrangements are made. This section will be filled in once Tiger Boosters reviews what role it needs to play in making this a successful event, and negotiated with team.

PERCENTAGE SHARE: _____ % will go to TEAM, and _____ % will go to Tiger Boosters

OTHER ARRANGEMENT: _____

Team Representative (same as above):

Signature/Date

Tiger Boosters Representative/Date

Print name: _____

Wilson Tiger Athletics, Inc. DBA Tiger Boosters