

SPONSORSHIP - JOB DESCRIPTION

- Attending HOD's meetings;
 - initially to work out how the Sponsorship will target potential sponsors, and whether the "Hook" is a song, movie, character etc, performer.
 - thereafter to report on progress and report any issues.
- Work out a list of potential sponsors.
 - From within the cast – family connection, employers
 - A tie in with the "Hook"
 - Do we offer varying levels of sponsorship depending on a variety of factors – popularity, number of songs?
- Make up proposed packages to offer to the sponsors i.e. tickets to sponsors evening, nibbles, advertising when and where – approval is required for the sub-committee. All pricing is to be GST exclusive.
- Source and secure sponsors.
- Get the sponsors details, logo, and other information as required so as to organise the various types of advertising and the programme.
- Sponsors details and costs need to be passed onto the SOTS Treasurer for invoicing.
- Work with social media and marketing HOD to make up advertising for the different media formats that we use.
 - Posters, Facebook, Webpage, Newspaper feature page, Radio.
- Work in with HOD of Publicity/Advertising to co-ordinate the advertising above.
- Report on progress at each HOD meeting.
- Arrange for the nibbles/platters for the sponsors on the sponsors night.
- Attend the sponsors night, welcome the sponsors at the start of the evening.
- Send a thank you email to all sponsors once show is completed.
- Present a report to the final HOD meeting detailing what went well, what didn't, and suggestions to improve for next time.