



# PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN  
A chapter of CREW NETWORK®

## **SPONSORSHIP COMMITTEE RESPONSIBILITIES**

*(August 17, 2015)*

### Goal

To increase chapter and program/event sponsorship dollars

### Tasks

- 1) Keep most recent sponsor list and logos and provide to Public Relations Committee (so website and slideshow can be updated)
- 2) Communicate with committee and meet at least 4x per year in person
- 3) Delegate tasks to committee members
- 4) Each month, provide sponsor names and logos to Programs/Special Event and Public Relations Committees for email invitations
- 5) Register program/event sponsors for events
- 6) Reach out to people interested in sponsorship
- 7) Order sponsor boards for Title/Marble/Granite sponsors
- 8) Communicate with Finance Officer for invoicing of sponsors
- 9) Provide monthly committee report prior to Board of Director meeting
- 10) Provide consistent Board liaison to attend Board meetings

### Timeframe

- Assisting previous year committee for November and December
- January through October of the following year

### Other

- Committee Chair passes all information in an organized fashion to new committee chair (suggest a notebook or binder)
- All recent information to be saved on Dropbox (log in and password to be provided by secretary or President)