



Job description for the position of Sponsorship Coordinator

1) General

- Maintain sponsor contact list;
- Annual rewording of Agreements;
- Update Sponsor packages and brochure;
- Manage the Bazaar Sponsor coordinator email;
- Update Sponsor slide on General Assembly Meetings (GAM) PowerPoint as requested - and be available to present at meeting(s)
- Skills/Knowledge necessary: Word, Excel.

2) Preparation:

- Contact previous sponsors;
- Research potential sponsors and attempt to enlist new Bazaar sponsors;
- Negotiate packages with sponsors, i.e. in kind packages;
- Manage the Agreements signatures and send the signed Agreements to the sponsors;
- File the Agreements.

3) Pre-Bazaar

- Requests all visuals from sponsors with clear deadlines;
- Ask sponsors for requirements for the Bazaar (tables, chairs, space...);
- Provide food vouchers if required (10€/voucher);
- Provide notices of donations (ING, Monte Paschi, BMW);
- Provide the web manager with Sponsor logos to post on website and links if necessary;
- Provide the Vice-President or web manager with Sponsor logos/posters/videos to post on Facebook;
- Provide the treasurer with list of sponsors and copy of Agreements;
- In coordination with treasurer, provide receipts to sponsors upon receipt of payment;
- Provide NATO team with materials for the Cafeteria and for the AGORA (for Bazaar only);
- Coordinate with President and Bazaar Coordinator content of leaflets, pamphlets, floorplans, etc. ;
- Pick up in kind gifts for the Tombola, coordinate handover with Tombola Coordinator;
- Compile list for NATO security of all Sponsors who don't have NATO access for the Guest Coordinator;
- Distribute the delivery and Bazaar day entry passes to the Sponsors;
- Provide sponsors with floorplan and their positions.

4) Bazaar

- Prep tables for sponsors and clearly indicate their allocated space;
- Check-in with sponsors regularly;
- Coordinate gifts from sponsors with Tombola coordinator + visibility during tombola;
- Remind sponsors that they are not allowed to sell anything at the Bazaar.

5) Donation Ceremony

- Invite sponsors to donation ceremony;



NATO Charity Bazaar
a.s.b.l.

- Compile list for NATO security of all Sponsors who don't have NATO access for the Guest Coordinator;
- Coordinate with Charity Coordinator which sponsors will give checks;
- Provide sponsor slide for Donation presentation;
- Welcome sponsors to donation ceremony.

6) Post-Bazaar

- Send thank you to sponsors, including overall "Chiffre d'Affaire" and photos.

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