

## **Responsibilities of NVSO T-Shirt Coordinator (for Participants and Volunteers)**

1. Confer with Loudoun County representative on:
  - a. How to procure shirts, i.e., vendor
  - b. Cost of shirts of different quality (cotton or polyester or a blend) and colors
  - c. Estimate of price depending on number ordered
  - d. Delivery time from date order placed
2. Lead effort to design a new shirt for participants and Volunteers, and get approval of committee.
3. Design language for website and for Fusesport Registration on what people who register should know about ordering and obtaining shirts:
  - a. Select size, if interested or No Thank you
  - b. Price
  - c. How, when and where shirts will be available for pickup. Shirts that are not picked up during this period will be offered to others.
  - d. Deadline for ordering, so as to assure availability by opening day.
4. Select venues where and when shirts will be available for pickup, based on expected number of participants, geographic distribution of sites and dates during the games, with TJCC on Opening Day being the first place and date.
5. Plan how shirts will get from venue to venue
6. Make up a spreadsheet listing names of participants who ordered and paid for shirts, the size requested, a column indicating person who picked up shirt and date of pickup. This would travel from venue to venue with shirts.
7. Volunteer t-shirts:
  - a. Determine number of Participant-designed shirts of each size desired by Patrons (up to 10 each), at no cost to the patrons or volunteers. Information gathered by members of Fund-raising committee.
  - b. Determine the number a size of volunteer shirts needed by each event director for their volunteers (and themselves, if desired), by asking event directors for volunteer's names. Names are desired because some volunteers will be working at more than one event.
  - c. Event Directors should be instructed to pick up shirts for their volunteers on Opening day at TJCC (or make other arrangements to acquire them).
  - d. Inventory volunteer shirts from previous year(s) to offer volunteers who come on board after shirts have been ordered.

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