

SPONSORSHIP INFORMATION SHEET

Courtown Hibs FC offers the following sponsorship packages. Packages are available to both private individuals & companies. Teams should where possible seek to source their own sponsorship, however if a manager/coach/team feels uncomfortable or unable to do this or has difficulty sourcing sponsorship, then please contact Keith Power.

Package 1: Full set of Standard Jerseys with Sponsor & Social Media - €700

Sponsors name or logo to appear on Jersey, and they will be mentioned on all social media match posts relating to the team they have sponsored.

Package 2: Full set of Standard Jerseys with Sponsor, Pitch Side Sign & Social Media - €900

As above, with a pitch side sign included. Sign to last for 1 year. Renewal of sign will cost €100 per annum.

Package 3: Part Sponsor – Any Amount – Specify Use

This package is for anyone who maybe wants to share a sponsorship with someone else or wants to sponsor an amount outside of the packages above.

Eg: Two sponsors come in and are happy to share. Company A sponsors €500 and Takes the Centre Logo on a set of Jerseys. Company B sponsors € 200 and takes a smaller logo on the sleeve.

Or a Players grandfather wants to buy the whole team a Club Half Zip. He is sponsoring €350.00. In the event that the amount sponsored doesn't cover the full cost of an item, the option to ask parents to make up the difference is permitted but MUST be notified to the committee and receive permission beforehand.

Package 4: Pitch Sign Only - €250 – for 1st year (€100 per annum after)

STEPS TO TAKE ONCE YOU HAVE SECURED SPONSORSHIP

Step 1: Contact Kerrie via email or WhatsApp with details of the Sponsor. See checklist of information required below. kerriesharpe@gmail.com / 087 6993207. I will issue a Thank you letter and an invoice which will be sent onto the sponsor with bank details etc for payment.

Step 2: Once Payment of sponsorship money has been confirmed as received by Nicola or Cyril, you will be notified and can then proceed to ordering Jerseys/equipment or signs using the following contacts. Please note you will need a Logo image to send to Ciaran or Anthony. Preferably a decent resolution one. If a logo isn't available then Ciaran can often design one to use

Jerseys / Clothing / Equipment	Ciaran Stafford - ciaranstafford@gmail.com / WhatsApp +353 87 329 2191
Pitch Signs	Anthony Byrne - anthonybyrne27@gmail.com / WhatsApp +353 87 787 195

Step 3: Once gear or sign is received, arrange if Sponsor wishes to have a photo taken for social media posts. Send picture onto Conor Byrne for posts. If no picture supplied, please send Company Logo to Conor.

Social Media	Conor Fortune - WhatsApp +353 87 645 8200
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The person who has arranged the sponsorship is the only person in the above process who will deal with the Sponsors and liaises with them. Kerrie, Anthony and Ciaran will be your contact and liaise with you.

INFORMATION TO SEND KERRIE ONCE YOU HAVE SECURED SPONSORSHIP

Courtown HIBS will now maintain a datasheet of information regarding our sponsors. This information will be used to send out invoices and thank you notes, and keep track of who is sponsoring what and when sponsorships expire etc.

The information detailed below needs to be emailed or sent via WhatsApp to Kerrie to get the sponsorship process rolling or there is a Google Form available which can easily be filled in and will be automatically sent to Kerrie. Please check you have the information below to hand before sending/completing the form.

<https://forms.gle/UwFRqD3t9dZq4dr17>

Whilst it is not necessary to supply every field of information, the more information we receive the easier it makes the process. Don't hesitate to contact Kerrie with any queries.

Field Title	Description
Sponsor Contact Name	Your Sponsorship contact person- FULL NAME
Company Name (N/A - if Private Individual)	
Amount of Sponsorship	Euro Value Please
Specific Use of Sponsorship	Eg: Half Zips / Bibs for team
Pitchside Sign Req?	Yes/No response
Thank You Sent	No need to complete – For Office Use only
Team Specified?	Specify Team eg: U9's Boys
Duration of Sponsorship	Usually 1 Year
Sponsorship Expiry Date	Set to 1 year from date of entry
Courtown Hibs Contact	Your Name (Person who arranged sponsorship)
Sponsorship Package	Multiple Choice – select 1
Notes - Extra Information	If you have any other information you need to supply
Invoice – Yes/No	Multiple Choice – CHFC invoice or Supplier VAT invoice
Address (Where to send Thankyou/Invoice)	Sponsors contact address