**Congratulations your Club Legends journey starts here**

In the coming weeks we will help you to prepare for the upcoming events and help you to promote your Club. We need you to ensure that the whole process runs smoothly. Don’t worry this won’t take long. Here is your to-do-list for the next couple of weeks.

*Don’t you worry we will let you know when we need your help. You will receive communication from our Marketing department, who will guide you through the whole process.*

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| --- | --- | --- | --- |
| **Actions** | **Who** | **Comment** | **Done** |
| **Photo day venue** | Club Champion | Have you got your photo day venue confirmed? |   |
| **Photo day date** | Club Champion | Have you check the time & date of the event? |   |
| **Register your team managers** | Club Champion | Have your registered your Team Managers?  |   |
| **Register individual players** | Team Manager | Did your Team Managers register their teams? |   |
| **Send Club Badges & Sponsor Logo** | Club Champion | Did you send us with sponsors logo & club badge? |   |
| **Send your Chairman’s comment** | Club Champion | Have you provided us with chairmen’s comment? |   |
| **Create a Facebook Photo day event** | Club Champion | Create a Facebook event for your photo day? |   |
| **Organise your event** | Club Champion | Did you get some volunteers for the photo day? |   |
| **Recruit Sponsors** | Club Champion | Have you spoken to your sponsors about the Sticker book? |   |
| **Recruit Retailers** | Club Champion | Have you spoken to your local retailers? |   |
| **Social Media** | Club Champion | Are you actively promoting your Club Legends journey on social media?  |   |
| **Confirm your Kids details & Sticker book appearance** | Parents | Did you tell parents to confirm the kid’s names and participation? |   |
| **Photo day** | Club Champion | Today is the day – are you excited?  |   |
| **Organise a 2nd Photo day** | Club Champion | Did some kid’s miss the day? Organise a second Photo day |  |
| **Sign off Sticker book design** | Club Champion | Did you like the design of your personalised Sticker book and is everything correct? |   |
| **Confirm launch date** | Club Champion | Have you got a Sticker book launch date sorted?  |   |
| **Recruit media** | Club Champion | Did you engage with your local media? |   |
| **Event Post Sticker Book Launch** | Club Champion | Create a Facebook event for your sticker book launch day? |   |
| **Organise your Launch day** | Club Champion | Make it a big event – Have you got your launch day organised? |   |
| **Post you Launch video** | Club Champion | Post your personalised launch video on social media. |   |
| **Push sales with Social Media** | Club Champion | Remind people where to purchase your stickers. |  |
| **Return your Sticker book contract** | Club Champion | Have you returned a signed copy of the contract? |  |
| **Book your next photo shoot** | Club Champion | Let’s discuss your next season’s photo day. |   |
| **Tick all boxes on your to-do-list** | Club Champion |  Well done – You are a true legend. |  |

Stuck? Don’t worry we are here to help - Here are some useful contacts:

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| **Marketing – Elaine & Paul**paul@clublegends.co.ukelaine@clublegends.co.uk | **Sales & Aftersales - Andrew**Tel: 07557301472andrew@clublegends.co.uk |