**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 checked the time & date of the event? |   |
| **Register your team managers** | Club Champion | Have you registered your Team Managers?  |   |
| **Register individual players** | Team Manager | Did your Team Managers register their teams? |   |
| **Send Club Badges**  | Club Champion | Did you send us with sponsors logo & club badges ? |   |
| **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? |   |
| **Social Media** | Club Champion | Are you actively promoting your Club Legends journey on social media?  |   |
| **Confirm your Kids details** | Parents | Did you tell parents to confirm the kid’s names? |   |
| **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. |  |
| **Book your next photo shoot** | Club Champion | Let’s discuss your next season’s photo day. |   |
| **Get a quote for presentation day trophies** | Club Champion | Let’s see if our heavily personalised trophy range can impress. |  |
| **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 |