

TEAM MOM check list

Season To-Do List

- ATTEND TEAM MOM MEETING & GET INFO ABOUT:**
 - uniforms
 - pictures
 - concession stand duty
- GATHER PLAYER CONTACT INFORMATION AND SET UP EMAIL DISTRIBUTION LIST**
- SEND OUT WELCOME EMAIL TO PLAYER'S FAMILIES. INCLUDE INFO ABOUT:**
 - uniforms
 - pictures
 - weatherline phone number
 - scorekeeping
 - concession stand duty (if applicable)
- ORDER/PICK-UP UNIFORMS**
 - order uniforms
 - collect money to get names on jerseys and/or hats
 - distribute uniforms
- DISTRIBUTE PICTURE ORDER FORMS AND/OR COLLECT MONEY FOR PICTURES**
- FIND SCOREKEEPERS (IF NECESSARY)**
 - send out an email to recruit
 - gather list of volunteers
 - email a schedule of assigned games to volunteers
- ORDER & PICK-UP TROPHIES (IF NECESSARY)**
- ORGANIZE END OF SEASON TEAM PARTY**
 - send out an email to recruit other moms to help organize
 - decide on a location
 - pick a date & time
 - email the team with party details and a sign up sheet or what to bring
 - assign volunteers tasks for the party
- PURCHASE THE COACH'S GIFT**
 - send out an email to collect money from each's player's family
 - collect money
 - buy or create a gift
 - buy a card & have team players sign it
 - present the gift at the end-of-season party