

- To order your jerseys, please follow these steps:

Step 1—Manager sells team sponsorship and secures written approval from team sponsor.

Step 2—Manager sends Sarah Burgess(sponsors@edinahockey.org) written approval from team sponsor and exact name of team sponsor that should appear on jerseys. (No logos, no special colors, no special font.)

You will need to provide Sarah with the following information:

- Your team name and your contact information.
- Send Sarah the Logo for the sponsor (JPG is best) and also the sponsor website, these 2 items will be placed on our sponsor page
- Confirmation of which sponsorship package your sponsor is requesting.
 - EHA sells:
 - Team sponsorships;
 - Dasher board sponsorships in the South rink; and
 - Combination of team and dasher sponsorships.
 - Pricing varies for the sponsorship obtained as well as for the length of commitment to sponsor.
 - Please contact Sarah if your potential sponsor is interested in dasher and/or multi-year sponsorship opportunities.
- Business name of the sponsor.
- The name that the sponsor wants placed on the jerseys. (Please DOUBLE CHECK that the spelling is correct businesses often do *not* use their formal name on jerseys.)
- Billing contact name and email address to send the invoice.
- High resolution logo for EHA website usage (.JPG is best)
- Website URL to link the sponsor to/from EHA website.

Step 3—Sarah updates EHA Google Sheet to indicate the sponsor is secured.

Step 4—Manager sends team roster and player numbers to Scottie Beck in jersey order form (scottbeck1@comcast.net)

Step 5—Scottie emails jersey proof to Sarah for review. Sarah submits changes or approves. &

*** Send jersey order form to Judy as well so she can enter players jersey numbers in the USA Hockey Roster

Step 6—Flow Hockey produces jerseys.

Step 7—EHA (Dan Norman) invoices team jersey sponsors and documents on Google Sheet.