

POUGHKEEPSIE



BASEBALL

Committee/Event leader fact sheet

Event/Project Name: Information Committee

Event/Project Description: Keep the league abreast of upcoming issues surrounding our league, evaluations, picture night, opening day, end of season party, all stars, fund raising events. Keep managers in the loop regarding equipment, field use and help that was needed.

Amount of time devoted and when: This job was an ongoing job that took approximately 1 hour a week. Throughout the season and the off season. The initial work took over 3 days to compile and the email addresses received from registration. Then to break out the lists by age groups, divisions, teams, etc.

Amount of people needed to complete project: 2 people - Information officer and the Registrar. Various other people were involved in asking for email blasts to be sent - Equipment manager, treasurer (regarding Renegades) Fall Ball coordinator, Head Umpire, Event planner (opening day, picture night, end of season party, Home Run Derby)

Costs involved in your project/event: None.

Timing of your event/project: Throughout the season with more emphasis spent when it comes different events.

Notes: Received many compliments regarding the better communication that came out and the non reliance of making sure we spoke to the coach. Bad email addresses took up some time.