



SPIRIT WEAR COORDINATOR DUTIES

JAN-MAR:

- Determine spirit wear vendors to be used
- Coordinate t-shirt design with t-shirt vendor
- Determine what items will be offered in addition to the team t-shirt (ex. hoodies, sweats, shorts, towels, parent t-shirts, etc.)
- Coordinate additional items with any additional vendors

APRIL:

- Get size samples from spirit wear vendor for Open House
- Take spirit wear orders at Open House
- Give spirit wear orders to spirit wear vendors
- Tally team t-shirt orders from the sizes given on the registration Google Doc and place order with t-shirt vendor

MAY:

- Coordinate receipt of team t-shirts and spirit wear with vendors
- Sort items by swimmer
- Distribute at first practice