



TEAM Mom

CHECKLIST ✓

- Attend Team Mom Meeting & Get Info About:**
 - Game schedules
 - Uniforms
 - Pictures
 - Expectations
 - Events
 - Concession stand duty

- Gather Player Contact Information & Set Up Email Distribution List With:**
 - Jersey number (If applicable)
 - Player names
 - Parent names
 - Email addresses
 - Phone numbers

- Send Out Welcome Email To Player's Families. Include Info About:**
 - Uniforms
 - Pictures
 - Weather line phone number
 - Scorekeeping
 - Concession stand duty (If required by the league)

- Order/Pick-Up Uniforms**
 - Collect money to get names on jerseys and/or hats
 - Order uniforms
 - Distribute uniforms

- Distribute Picture Order Forms &/Or Collect Money For Pictures**

- Find Scorekeepers (If Necessary)**
 - Send out an email to recruit
 - Gather a 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 of what to bring
 - Assign volunteer tasks for the party

- Purchase The Coach's Gift**
 - Send out an email to collect money from each 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