

Danville Little League Team Job - Picture Day Coordinator

This is a one-time-only job requiring approximately 1 – 1.5 hours max.

Job Description:

- Obtain Photo Order Forms from Manager. Team picture schedule will be posted on the DLL web site as soon as available.
- Distribute Order Forms to each player/parent 7-10 days prior to Picture Day. **2009 Picture Day is Sunday, April 19th.**
- Just before picture day, ask Manager or Coach to make an announcement to players/parents reminding them of the upcoming picture day.
- Just before picture day, as the Communications Parent to send an email reminder to the team.
- On picture day, organize the Players and Coaches according to instructions from Picture Company, usually shortest to tallest
- On picture day, collect order forms as needed.
- Pick up pictures when ready. (Web site will have info.)
- Distribute Pictures according to Manager wishes.

Note: Some Managers like to pass out pictures at the End of Season Party. Be sure to ask Manager how he/she wishes to handle it. (No make-ups if you do it this way.)

Helpful Hints:

- Make sure Picture Day on the Team Practice/Game Schedule to avoid player/parents forgetting about this important date. The webmaster places this on every team page; however, it is a good idea to check that it is on your team page.
- Picture Location: SE corner of Osage Park (Near field #4)
- Invite team sponsor to be in the picture. Ask the Manager if you have two sponsors. If you do, be sure each one is in a separate picture. If you have two sponsors and only one is present, be sure a team picture is taken for the missing sponsor not in attendance.