

Event Name	LS Sports Hospitality		
Event Description	Assist captains of middle school teams in organizing a schedule to bring snacks and drinks to home games		
Event Date/Time/Location	Beginning of each sports season		
# Chairpersons Required	1		
Time Commitment	~ 2 hours each season		
Previous Year's Chairs	Joan Howell		
# Volunteers Required/Tasks to be performed	0		
Budget	0		
Tasks and Timeline – Event Date minus			
Review Winsor Food Policy	At beginning of year in September		
Determine who is coaching LS sports. May be posted online in Athletics Tab on Winsor website. If not contact Athletic director and ask.	Beginning of each season		
Contact coaches and ask them to notify you when captains are chosen	Beginning of each season		
Contact captains and advise them how to organize snacks and drinks for the home games. Include a copy of Winsor food policy and the nut free letter. I usually include an excel spread sheet listing the home games with date, location and columns to add snack and drink assignment. They can use the spreadsheet or make up their own system. I always cc the coaches on any correspondence I send to the captains.	Beginning of each season		
Day of Event	NA		
Helpful Tips for Chairs to watch out for.....			
Opposing teams not being offered refreshments because the Winsor girls are meeting with their coach after the game. I suggest that the girls solicit help from a parent to hand out snacks or that they just leave the refreshments at the opposing teams bench.			
May have to remind the coaches to notify you who the captains are.			

