

CROIX CHORDSMEN 2014 SPONSOR PROCES

Preface:

The purpose of this document is to detail the process we have for recruiting and maintaining our annual Sponsors. Our Sponsors are one of our primary sources of funding that we need to maintain our existence as one of the premier non-profit singing organizations in the St. Croix Valley area.

Introduction:

The Sponsor process would appear to be quite simple but as you will see it becomes more than just asking people, businesses and organizations to give us money. Our Sponsors are very important supporters that we maintain an ongoing relationship with.

We show our appreciation for their support in numerous ways. One of the most important ways is that we are diligent in being customers of their businesses and supporters of their organizations. We invite them to attend our Annual Spring and Christmas Shows as our guests. We provide entertainment for them whenever and wherever we can and we recognize them in our Show Programs and our website at www.stcroixvalleychapter.com. We also provide a link to their website when available.

The primary time of the year that we recruit Sponsors is just prior to our Annual Spring Show but we do solicit Sponsorships at any time of the year. We maintain a record of the month and year they signed up and make sure that their Sponsor recognition lasts for one year.

How to get started:

First we all have to familiarize ourselves with the details of our Sponsor process. We have five levels of annual Sponsors:

1. Premier Sponsor – This is a Sponsor that supports us with an amount of money that exceeds \$1,000.
2. Gold Sponsor – A Sponsor that gives us an amount of money between \$500 and \$999.
3. Silver Sponsor – A Sponsor that gives us an amount of money between \$250 and \$499.
4. Bronze Sponsor – A Sponsor that gives us an amount of money between \$100 and \$249.
5. Patron Sponsor – A Sponsor that gives us an amount of money between \$30 and \$99.

Attachment A details our set of thank you items we offer our Sponsors.

Next it is extremely important that we know who our current Sponsors are. Attachment B lists all of our 2013 Sponsors. Note that we do not currently have any Gold Sponsors. You will also see that many of our own members are Sponsors which is becoming more and more popular.

We should each start with a list of who we want to approach to be our Sponsors. Check out your list against the list in Attachment B. If you find any of your sponsor “targets” listed go to our website to find out who secured them as a Sponsor last year; our members initials are shown there with the Sponsor information. You can call that member to make sure he will be contacting that Sponsor again this year. It gets a little embarrassing to have more than one of us going after the same Sponsor.

Contacting current or potential Sponsors:

Do not take our current Sponsors for granted. Even if they already sponsor us please make them feel as though they are extremely important and thank them for their prior support. This might be a good time to ask them if they would like to advance to a higher level of support but use your own judgment about that attempt. We totally appreciate their being a continuing Sponsor at their current level.

While contacting new potential Sponsors that you personally know be prepared to give them some information about our Chapter, our Chorus, our District and our Barbershop Harmony Society. Go to our websites to become more familiar with each level of our Society.

If you do not know the potential Sponsor check to see if they have a website and gather some information about them so you can knowledgeably have a brief conversation with them. It’s good to stop to see them in person and build a relationship.

You’ve got the Sponsor’s commitment, now what do you do?

Ask the Sponsor to make out their check to “Croix Chordsmen.” Put your name in small print on the lower part of the back of the check (see Attachment C) so if there is any question about who turned in the check that will be evident.

If the Sponsor requires a receipt make out our standard Sponsor Receipt form and give that to them – (see Attachment D). Most will accept their cleared check.

If the Sponsor requests to be invoiced contact Tyler Smith to provide our standard invoice (Attachment E).

It is very important to verify how the Sponsor wants their sponsor name and location printed. At the same time make sure you have noted their website name if applicable.

Turn your Sponsor information and payment into Curt Larson as soon as possible so the information can be processed in time to get into the Show Program. The week of the show is used to complete all of the clerical tasks required.

Contact Tyler Smith if you want us to send the Sponsor a formal “thank you” letter (Attachment F).

*******ALL OF THIS MEANS THAT YOU SHOULD GET YOUR SPONSORS SIGNED UP NOW*******

ATTACHMENT A
CROIX CHORDSMEN
2014 SPONSOR LEVELS

GOLD cost \$500

- Voucher for 8 free tickets to 2014 spring show (please redeem for tickets).
- 8 free tickets to our afterglow.
- 8 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing on our website with a link to your own website.

SILVER cost \$250

- Voucher for 4 free tickets to 2014 spring show (please redeem for tickets).
- 4 free tickets to our afterglow.
- 4 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing on our website with a link to your own website.

BRONZE cost \$100

- Voucher for 2 free tickets to 2014 spring show (please redeem for tickets).
- 2 free tickets to our afterglow.
- 2 free tickets to our Christmas show.
- Listing in our 2014 spring show program.
- Listing on our website with a link to your own website.

PATRON cost \$30

- Listing in our 2014 spring show program.
- Listing on our website with a link to your own website.

ATTACHMENT B
CROIX CHORDSMEN

2013 SPONSOR LIST

PREMIER SPONSOR

Lorena Kennedy (Shreveport, LA)

SILVER SPONSORS - \$250

Don & Phyllis Paulson	(Lake Elmo)
James & Jeanette Peterson	(Stillwater)
Lester Winter	(Hugo)
Richard & Joyce Law	(Hudson)
Stillwater Motors	(Stillwater)
SummerTime Quartet	(Woodbury)

BRONZE SPONSORS - \$100

Alan Stewart	(River Falls)
Allied Camera Repair	(Stillwater)
Autumn Serenade	(Stillwater)
Bradshaw Funeral & Cremation Service	(Stillwater)
Carl & Derene Quist	(Stillwater)
Cliff & Carol Turnbull	(Woodbury)
Coach's Bar & Grill	(River Falls)
Curt & Dee Larson	(River Falls)
Dennis & Linda Garner	(Hugo)
Dick & Jackie Ulrich/Dick's Parking Graphics	(Stillwater)
Don & Mona Klassen	(Lake Elmo)
Duane & Fran Hall	(Woodbury)
Eric Faehn - Chiropractor	(Hugo)
Gordy's Steak House	(Willernie)
Hoffman & Hoffman Tax Professionals	(Woodbury)
In Memory of Emery Nelson	(Stillwater)
Jeff Dobbemann, Financial Advisor, RBC	(Minneapolis)
Jerry & Arlene Herbst	(Stillwater)
Jerry & June Gibson	(River Falls)
Jim & Tammy Mohn	(St. Paul)
John & Karen Roeber	(Luck)
Joyce & Paul Boettcher	(River Falls)
Judd & Angie Orff	(Stillwater)
Moody's Corner-Sales, Service, Body Shop	(River Falls)
Pam & Kevin Bonine –Thrivent Financial For Lutherans	(Oakdale)
River Falls State Bank	(River Falls)
Rodahl Cruiser Sales	(River Falls)
Rodahl Townhouse Sales	(River Falls)
Ruwal & Mary Freese In Memory of son, Neal Freese	(Hudson)
Roger & Karen Bosmoe	(Stillwater)
Sally Nuebel	(Hudson)
Sparky's Tree Service – Jeff Kolstad	(Mahtomedi)
Stillwater Auction Service-Col. Mac Barlass	(Stillwater)
Thrivent Financial – John Levi	(River Falls)
Timber Forest Products	(River Falls)
TWC Systems	(Ham Lake)

BRONZE SPONSORS - \$100 (cont'd)

Tyler & Judy Smith (Stillwater)
Wayne & Cathy Erickson (St. Paul)
Woody's Bar & Grill (Bayport)

PATRON SPONSORS – MINNESOTA - \$30

AFTON

Afton Law Office – James Gasperini
Meyer Sewer Service

CHISAGO CITY

Mike Franssen & Kathy Chao

EAGEN

Cliff Lake Dental Care –
Gerald Rauchwarter, D.D.S.

FOREST LAKE

Mattson Funeral Home &
Cremation Service

LAKE ELMO

Farmers Insurance Agent -
Harlen Anderson
Gorman's Restaurant
Hagberg's Country Market, Inc
Lake Elmo Bank
Lake Elmo Barbershop
Lake Elmo Inn
Lake Elmo Repair
Lake Elmo Wine Company
Lawson, Marshall, McDonald,
Galowitz & Wolle, P.A.

MINNEAPOLIS

Barbershop Harmony Open Golf
Minneapolis Commodores

ST. PAUL

Clancy & Ruth Nelson
L. Robert Ostlund, D.D.S.
Ron & Char House

STILLWATER

Aunt Nay's House
Brine's Market
Buberl Black Dirt, Inc.
Central Bank
Dairy Queen
Dick Johnson/Re-Max Realty
Dr. James Penman In Memorial
Happy's Automotive Diagnostic Center
Images of the Past
James M. Honsvall, Ltd
Jerry's Auto Body
Joseph's Family Restaurant
Linner Electric

Lynskey & Clark Company
STILLWATER (cont'd)
Magnuson Law Firm
McGarry/Kearney Agency
Milbern Clothing, St. Paul
MJF & Associates Property
Management
Oak Glen Country Club
Phil's Tara Hideway
Ra-Mar Plumbing & Heating
Rick's 36 Automotive Service
Rose Floral
Southhill Dental Group, PA
St. Croix Boats
Stillwater Bowl & Lounge
Total E Clips Hair Design
Vallee de Croix
Valley Trophy
Wellness & Longevity Center

WHITE BEAR LAKE

Pat & Louis Nosan

WOODBURY

B & E Urtel - Goldshield Elite/W. T. Rawleigh
Lindeman Insurance Agency

PATRON SPONSORS – WISCONSIN - \$30

HUDSON

Incentive Compensation
Alternatives, LLC

RIVER FALLS

Associated Dentists
Bowen's Garage
Cashman-Hill Funeral Home & Cremation Services
Edward Jones – Nate Jackson
First National Bank of River Falls
Freeman Drug
Jim's Barber Shop
Kruger Real Estate
Leitch Insurance Agency
Medical Block, LTD
Michael Smilanich, D.D.S. LTD
North Town Cleaners
River Falls Family Restaurant
River Falls Insurance Center – Ty Tokhein
The West Wind Restaurant
WESTconsin Credit Union

ROBERTS

St. Croix Tree Service

ATTACHMENT C
CROIX CHORDSMEN
SPONSOR CHECK SAMPLE

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

DON KLASSEN

Security features on this document include:	
Security Features:	Results of document alteration:
MicroPrint Signature Line	• Small type in signature line appears as dotted line when photocopied.
Security Paragraph	• "VOID" will appear in background when copied.
Security Screen	• Absence of "Original Document" verbiage on back of check.

FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

ATTACHMENT D
CROIX CHORDSMEN
SPONSOR RECEIPT FORM

PAYMENT RECEIPT

DATE _____

RECEIVED FROM _____ \$ _____
_____ DOLLARS

FOR CROIX CHORDSMEN 2014 SPONSOR

RECEIVED BY _____

PAYMENT RECEIPT

DATE _____

RECEIVED FROM _____ \$ _____
_____ DOLLARS

FOR CROIX CHORDSMEN 2014 SPONSOR

RECEIVED BY _____

ATTACHMENT E
CROIX CHORDSMEN

SPONSOR INVOICE



ST. CROIX VALLEY CHAPTER

Stillwater, Minnesota

April 99, 2014

(Sponsor Name)
(Sponsor Street Address)
(Sponsor City, State Zip Code)

Subject: Sponsorship Invoice

Dear Sponsor,

The Croix Chordsmen Chorus thanks you for your commitment to the 2014 chorus sponsorship program as noted below. Your sponsorship supports the chorus and its activities throughout the St. Croix Valley. It enables our chorus to provide quality musical experiences to our audiences and to provide music education for young people in our schools.

Our goal, as with the Barbershop Harmony Society, is to "Keep the Whole World Singing".

Again, thank you very much for your support. Make your \$??? check payable to "Croix Chordsmen" and mail to me at the address shown at the bottom of this invoice.

Sincerely,

ED OBERMEYER-KOLB

President, St. Croix Valley Chapter

(delete the sponsor levels that do not apply to this invoice)

GOLD cost \$500

- 8 free tickets to our spring show.
- 8 free tickets to our afterglow.
- 8 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing in our website www.stcroixvalleychapter.com with a link to your website if available.

SILVER cost \$250

- 4 free tickets to our spring show (please redeem for tickets).
- 4 free tickets to our afterglow.
- 4 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing in our website www.stcroixvalleychapter.com with a link to your website if available.

BRONZE cost \$100

- 2 free tickets to our spring show (please redeem for tickets).
- 2 free tickets to our afterglow.
- 2 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing in our website www.stcroixvalleychapter.com with a link to your website if available.

PATRON cost \$30

- Listing in our 2014 spring show program.

President Ed Obermeyer-Kolb

1049 Margaret St, St. Paul, MN 55106

651-774-4779

ATTACHMENT F
CROIX CHORDSMEN

SPONSOR THANK YOU LETTER



ST. CROIX VALLEY CHAPTER
Stillwater, Minnesota

April 99, 2014

(Sponsor Name)
(Sponsor Street Address)
(Sponsor City, State Zip Code)

Subject: Sponsorship

Dear Sponsor,

The Croix Chordsmen Chorus thanks you for your commitment to the 2014 chorus sponsorship program as noted below. Your sponsorship supports the chorus and its activities throughout the St. Croix Valley. It enables our chorus to provide quality musical experiences to our audiences and to provide music education for young people in our schools.

Our goal, as with the Barbershop Harmony Society, is to "Keep the Whole World Singing".

Again, thank you very much for your support.

Sincerely,

ED OBERMEYER-KOLB
President, St. Croix Valley Chapter

(delete the sponsor levels that do not apply to this thank you)

GOLD cost \$500

- 8 free tickets to our spring show.
- 8 free tickets to our afterglow.
- 8 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing in our website www.stcroixvalleychapter.com with a link to your website if available.

SILVER cost \$250

- 4 free tickets to our spring show (please redeem for tickets).
- 4 free tickets to our afterglow.
- 4 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing in our website www.stcroixvalleychapter.com with a link to your website if available.

BRONZE cost \$100

- 2 free tickets to our spring show (please redeem for tickets).
- 2 free tickets to our afterglow.
- 2 free tickets to our Christmas show.
- Listing in our 2014 spring show and our 2014 Christmas show programs.
- Listing in our website www.stcroixvalleychapter.com with a link to your website if available.

PATRON cost \$30

- Listing in our 2014 spring show program.

President Ed Obermeyer-Kolb

1049 Margaret St, St. Paul, MN 55106

651-774-4779