



### **STEP 1**

Select 3 businesses from the list you wish to contact.

You may only sign up for businesses that are not already claimed.

You may add additional businesses to the list, but please email Shannon Davis first.

shannon.davis@jenksps.org

### **STEP 2**

**VISIT** your assigned businesses and start selling. Take your packet of information with you so that you can go over the information and answer questions the business may have.

### **STEP 3**

If business agrees to become a Corporate Sponsor for Jenks Pom, they will need to complete the **Corporate Sponsor CONTRACT** and you will need to **COLLECT THE MONEY** for the level of their sponsorship.

IF the Corporate Sponsor sponsors at the bronze plus level or higher, you need to complete step 4.

### **STEP 4**

If business agrees to place an ad in the fashion show program book, please do the following.

1. Discuss the ad guidelines with the business.
2. Have the business complete the Ad CONTRACT.
3. Follow-up with business to make sure the ad is completed in time.
4. COLLECT the appropriate amount of money for the size of the ad.

### **STEP 5 (completed by June 25<sup>th</sup>)**

Turn all Corporate Sponsor paperwork into Jodi LaPlant.

Turn all Fashion Show Ad paperwork into Shannon Davis.