



Sales Intern Detailed Internship Duties

Sales

- Coordinate sponsorship contracts.
- Coordinate sponsor invoices.
- Assist and serve as sponsor liaison.
- Coordinate and prepare sponsor ticket package pickup
- Assist with updating Sponsorship inventory list

Pro-Am

- Learn the tournament database, its functions and report capabilities with regard to Pro-Am.
- Create amateur information binder; tabs by sponsor.
- Review/edit/study amateur handbook.
- Send letter of introduction letting Pro-Am sponsors know who you are, with Pro-Am registration procedures and online instructions; remind them of the registration deadline.
- Enter all amateur information as it comes in.
- Get a list of sponsors who are playing in the Pro-Ams weekly from Gary.
- Call sponsors that don't have their information in on time and remind them.
- Tour Pro-Am waiver forms printed off.
- Work with Gary to ensure all sponsors and/or amateurs receive credentials package (money clip, parking pass, handbook, parking pass, Pairings Party invitation, etc.).
- Send Pro-Am only sponsors all credential information.
- Work with Alexis and Jessica on Pairings Party specifics.
- Verify amateur handicaps; use GHIN numbers.
- Be sure to understand details of Pairings; attend planning meetings when necessary.
- Attend all Pro-Am Committee meetings; be sure to understand check-in procedures.
- Have check-list of all ordered gifts & awards; inventory as they arrive.
- Organize thank you cards into foursomes and pre-stamp. Mail out following Pro-Am days
- Print amateur mailing labels for Tour waiver forms; pre-stick; pre-label with tournament name.
- Make sure trophies are ordered and correct (Jess).
- Communicate & Work with Pro-am plaque designer and photographer
- Print tournament & Pro-Am scorecards.
- Communicate with Pro-Am winners the trophy presentation details

- Work with Pro-Am committee on itineraries for each day: greeters, bag shaggers, etc...

Tickets

- Learn the ticket database, its functions and report capabilities.
- Process orders as they come in.
- Coordinate and track ticket fulfillment.
- Do weekly ticket report.
- Attend Admissions committee volunteer training

Tournament Week

- Provide pairings to OBI for pairings guide each night Tuesday–Saturday.
- Produce reports for Pro-Am Committee for gift distribution and amateur registration.
- Work with Pro-Am Chairpersons to ensure accurate gift distribution; make sure inventory matches.
- Make adjustments to amateurs if necessary.
- Keep accurate records of all last-minute amateur substitutions; update database appropriately.
- Put these in Pro-Am section
- Work with sponsors with whatever needs they have during tournament week
- Keep accurate records on winning foursomes (1st-3rd place).
- Work with App and Website to keep scores updated online
- Be sure signage company places proper signage for Pro-Am days, i.e. Welcome, directional, registration etc... Work with Levy.
- Work with admissions on ticket needs.
- Make sure all sponsors structures are cleaned at end of day

Post Event

- Mail or deliver all pro-am awards for the winning (1st – 3rd) teams for Tuesday, Wednesday, and Thursday.
- Help invoice sponsors for any balances remaining
- Write internship summary and words of wisdom to next year’s intern.

Application Information

- Anticipated start date mid-May (flexible depending on availability). May is an unpaid month
- For the first month, we may have students working 20-30 hours, then increased hours after this, depending on what our work load is (there will be a lot to do)
- Paying \$9 an hour, then time and a half once hit 40 hours, starting June 1
- End date the second week of August (flexible depending on availability)
- Interested applicants should send resume and contact information to Jessica Brabec at jessicabrabec@thepinnaclebankchampionship.com