



IAPD/IPRA Sponsorship & Awards Luncheon Coordinator (Contractor)

Illinois Park and Recreation Association (IPRA)

Contact Name: Cindy Galvan

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Closing Date:

Salary: July - February, \$13,000

Description:

- **Title:** IAPD/IPRA Sponsorship & Awards Luncheon Coordinator (Contractor)
- **Status:** Contract, yearly
- **Date Needed:** July – February
- **Reporting Relationship:** IAPD Director of Education & Conferences and IPRA Manager, Conference & Sponsorships
- **Location:** Remote – Must have home office (internet, computer, and phone)
- **Travel Requirements:** Attend branding/operations walkthrough in early December at Hyatt Regency Chicago; Wednesday through Saturday of January conference dates at Hyatt Regency Chicago
- **Salary:** \$13,000, payments distributed monthly (\$1,000 a month - first 3 months, \$2500 a month – remaining 4 months)

PRIMARY ROLE: The coordinator is responsible for the coordination of all aspects related to selling and executing deliverables for sponsorships; management of logistics support for the awards luncheon table sales/arrangements and support for legislator hosting/support as it relates to the luncheon. Heaviest work hours will be November – January.

RESPONSIBILITIES:

Sponsorships

Identifying potential sponsors

Securing first right of refusals from existing sponsors

Executing sponsorship brochure sales

Sell exhibit hall raffles/coordinate raffle/delivery to exhibit hall

Sell registration lists/create invoices/email lists to purchasers

Managing relationships with existing sponsors

As sponsorships are sold, manage updates to the sponsorship brochure with designer

Coordinate sponsor ads & logos w/in the Preliminary/Final Conference brochures

Coordinating all event activations/deliverables, in advance of conference and onsite installations, event (receptions, etc.) management as related to sponsors
Order and manage all sponsor/raffle signs and graphics with decorator, in-house designer and sponsors by predetermined deadlines
Assist with sponsor scroll for the awards luncheon and LED screens throughout hotel/elevators/black out channel
Ensuring smooth communication between the organization and its sponsors, hotel, and decorator
Tracking and reporting on sponsorship revenue, and performance and expenses

Awards Luncheon

Coordinate all luncheon seating for attendees, award winners, agencies, and legislators
Respond to attendee inquiries managing their agency's luncheon needs, i.e., ticket and table purchases, submitting refunds, correspondence, etc.
Prepare food allergy spreadsheet/communicate with allergy attendees, legislators, and hotel
Work in conference registration software for table reporting, table invitee invitations, table registration, etc.
Pair up agency/legislator tables as needed
Coordinate with hotel through *Social Tables* for luncheon table floorplan
Assist with guarantee of luncheon
Supply agencies with seating chart and tables assignments
Coordinate student volunteers and set up
Create and place all table tents (agency and legislative) on tables
Assist attendees onsite at luncheon as needed
Work closely with association staff on updates via text and phone calls
Order signage

Post Conference:

Send thank you emails to all awards luncheon student volunteers
Send thank you emails to all sponsors including photos of their sponsored pieces
Continue to sell/send out Registration Lists
Answer post-conference emails from attendees
Create final report on sponsor revenue/expenses
Review decorator bill for sponsor graphics/install/dismantle charges

ABOUT US

The IAPD/IPRA Soaring to New Heights Conference is put on jointly by the Illinois Association of Park Districts (IAPD) and the Illinois Park & Recreation Association (IPRA). The IAPD/IPRA Soaring to New Heights Conference holds the unique distinction of being the largest state park and recreation conference in the nation. The conference brings together thousands of professionals, Commissioners, and elected officials from around the state for three exciting days of quality educational programming, networking, and professional development.

If interested, submit a resume to:

Cindy Galvan at cindy@ilipra.org or Sue Triphahn at striphahn@ilparks.org.