

## **RIBBON DELIVERY**

### ***All Great Northwest Basketball League Host Teams***

#### **PLEASE READ**

This season we will have approximately 700 meets with over 150 different communities hosting. That means, on average, each host community is hosting between four and five meets. In order to speed delivery of the ribbons, and to keep expenses down, we have identified one contact in each community or program to take delivery of all the ribbons for the entire community or program.

Via this attachment, we're letting you know the name of the individual in your community who will receive the ribbon shipment. A copy of this memo is also enclosed with the ribbons so that the recipient knows what to do with them:

- If you are hosting a meet, and you haven't received your ribbons yet, first contact the person in your community listed as the ribbon contact. If he/she doesn't have the ribbons, please contact our supplier, Apple Awards in Hayward, at 715-634-6860, and ask for Stacey Hessel.
- If you are the recipient of all the ribbons in your community and are reading this with a large number of ribbons in front of you, please distribute these ribbons to the appropriate coach(es) in your community. If you don't know who the coach for a particular team is, and you can't easily find out with a local phone call or two, please contact Terri Green at 715-386-4317 and she will provide you the name(s) of that coach(es).

The ribbons for early (October and November) meets probably will arrive only a few days before the meet. The rest will be shipped in late November or early December. Apple Awards knows when each meet is and will tailor delivery accordingly.

When you receive your ribbons, proof the copy on the ribbons carefully to make sure there are no typos or other errors. If there are, call Stacey at Apple Awards immediately.

The ribbons almost always arrive in excellent condition. If, however, some are wrinkled or creased, they can be easily brought back to mint condition with one pass from a warm iron.

In deciding who to send the ribbons to in each community, we typically sent to one of the varsity coaches, the AD, the Parks & Rec. Director or someone else who has been our League's contact in that community. Where we had to choose between two varsity coaches, the heads of the separate boys and girls basketball associations or a variety of individual team coaches, we typically selected the person we thought would be involved in the earliest meet in that community.

***The list of ribbon recipients in each community will be posted sometime in November, 2011, once we have identified all the community contacts.***