

MERCHANDISING COORDINATOR

Role Description and Duties

There are two areas of responsibility

1) Name Tags – At the beginning of each session attend each class to take orders for name tags. Dancers fill out the order form and pay (\$6.00 as of 2023) for each name tag. Order name tags from Dominion Stamps and Engraving, email sales@dominionstamps.com or phone 403-250-9755.

The order is paid by credit card and is shipped directly to the Merchandising Representative to sort and distribute to classes. Submit an expense form to the line dancing Finance Representative.

Normally there needs to be at least 8 name tags in the order to cover shipping charges so may not need to order for the Winter or Spring sessions if there are not sufficient requests.

Dominion Stamps and Engraving
#8, 1216 – 34 Avenue NE
Calgary, AB T2E 6L9
Phone 403-250-9755 (Bob Hurst)
sales@dominionstamps.com

2) T-Shirts – Line Dancing T-shirts are only made available when it is determined by the Line Dancing Board that there are sufficient requests for new T-shirts. The Board will determine the color choice.

T-shirts are ordered from Polar Promotions and Sportswear, phone 403-253-8597, who have the logo on record. It is advised to meet in person with a sales representative at the store location to work out details. The polar promotions sales rep will be asked to order or provide sample sizes of the T-shirt for dancers to try on before placing their order. A sample of a logo shirt should be available as well (use a previous one if available). Have the Polar Promotions rep determine the cost of each T-shirt with the logo to include on the order form. The two styles that have been ordered include a unisex crew neck or a unisex V-neck.

The Merchandising Rep will attend all classes with the sample sizes and order forms for dancers to place their order. Payment is made by Cheque or Cash. It takes about 3 – 4 weeks after the order is placed for the t-shirts to arrive. At that time they are sorted and distributed to the appropriate dancers in each class. The monies collected are submitted to the Line Dancing Finance Representative for deposit to the line dancing bank account.

Polar Promotions and Sportswear
4120 – 7005 Fairmount Drive SE
Calgary, AB T2H 0J1
Phone 403-253-8597