

Here are some email templates you are free to use when contacting schools about games, checking status of payment for game(s) worked, or communicating with partners prior to a game.

Email Template 1:

- Reaching out to Athletic Directors or Coaches to verify a game will be played as scheduled:

Subject: **Baseball Game Verification**

Hi _____,

I am assigned to work the game detailed below. Please verify that the game will be played as scheduled and whether there are any changes; otherwise, I will assume the game is on and will arrive at the scheduled time and location. I appreciate your timely response.

In this space, insert a screenshot of the game from Arbiter, or manually enter the game details

Thank you,

_____ Cell

Email Template 2:

- Reaching out to Athletic Directors to check PAYMENT STATUS:

Subject: **Payment Status [2/12/2024 Artesia HS vs. Cerritos HS Varsity 3:00pm]**

Hi _____,

I am writing to inquire about the status of payment for the game listed in the subject line. A voucher and W-9 was provided to the coach/athletic director. If I need to provide additional information, please let me know promptly. I appreciate your timely response.

Thank you,

_____.

_____ Cell

Email Template 3:

- Reaching out to Partners to coordinate pre-game uniforms, parking, ETA, etc. (This is normally initiated by the Plate Umpire / Crew Chief)

Subject: February 12, 2024 LB Wilson HS vs. Lakewood HS Varsity 3:00pm

Hi _____,

I'm looking forward to working with you on Monday. Let's go with the black shirt with the gray panels. I usually park near the right field on Harvey Way. I plan to arrive by 2:00pm. I drive a blue Honda Accord. See you there!

Best,

_____.

_____ cell