

Internal Sponsorship Session

Date: October 12, 2025

Time: 8:00 PM – 10:30 PM

Platform: Google Meet

Attendees

Name	Status
Pamisha Bhattarai	Present
Prayag Nepal	Present
Rashmin Sharma	Present
Sailendra Shrestha	Present
Yajuna Karmacharya	Present
Apekshya Basnet	Present
Bishwash Bishwakarma Paudel	Present
Priyanka Luitel	Present
Pratikshya Ale Magar	Present
Suhana Dala Magar	Present
Sanskriti Sharma Bajagain	Present
Pramoon Shrestha	Present
Shreya Katuwal	Present
Dikshya Thapa Magar	Present
Ankit Rimal	Present
Swarnim Dahal	Present
Ayusha Panta	Present
Paras Bista	Present
Sadhana Mainali	Present
Sarah Manandhar	Present
Mandip Chaudhary	Present
Oshan Shrestha	Present
Sangam Luitel	Absent

Agenda

- Fundamentals of sponsorship and partnership building
 - Understanding sponsorship structure, proposal framework, and pitching
 - Identifying weaknesses in past sponsorship approaches and improving future strategies
 - Interactive sponsorship pitch activity and feedback
-

Key Points Discussed

1. Sponsorship Fundamentals

- Sponsorship starts with forming alliances — it's a collaboration, not a transaction.
- Sponsorship should always involve mutual value exchange, offering visibility, outreach, and recognition to sponsors.
- Members discussed how to gain return value while raising sponsorships through credible presentation and post-event reporting.
- Types of sponsorship:
 - Financial Sponsorship – direct monetary support.
 - In-kind Sponsorship – goods, services, or venue support.
 - Media Sponsorship – promotional or coverage support.

2. Real-World Example

- Durshikshya was analyzed as a successful example of a partnership based on trust and value exchange.
- Clear objectives, sponsor visibility, and measurable returns were key reasons for their collaboration success.

3. Sponsorship Proposal Framework

The ideal proposal format was discussed, which should include:

1. Introduction about CSITAN
2. Need for event, relevance, and impact
3. Event details
4. Goals & objectives
5. Event timeline
6. Expected participants
7. Budget or financial breakdown
8. Sponsorship categories, slabs, and expectations
9. Values CSITAN can provide
10. Values provided in past collaborations
11. Contact details

The 3C's Sponsorship Framework — Connect, Communicate, Convert — was emphasized for outreach strategy.

4. Proposal Review and Best Practices

Analysis of strong elements from past events:

GDG DevFest:

- Clear audience demographics and event reach
- Sponsorship mileage and partnership rationale
- Data and stats used effectively

Summit:

- Defined vision, mission, and highlights
- Strong reporting and milestone metrics
- Links and stats supporting credibility

CSITAN Goalfest:

- Visually engaging proposal
- Clear event rules and structure
- Infographics and charts effectively used

5. Pitch Practice & Feedback

- Members practiced sponsorship pitches through real-time scenarios.
- Feedback highlighted weaknesses such as unclear value articulation, weak openings, and lack of structure.
- Improvements included focusing on sponsor needs, confident communication, and stronger follow-up strategies.

6. Areas of Improvement

- Add measurable data and outcomes in proposals.
 - Improve visual design and consistency using Canva and Google Docs.
 - Strengthen post-sponsorship reporting to ensure long-term relationships.
 - Emphasize storytelling in proposals — why the sponsor should care.
-

Decisions & Next Steps

- Create improved sponsorship templates following the new structure and 3C's framework.
 - Draft sponsorship proposals for upcoming events using learned principles.
 - Continue internal workshops on designing, pitching, and sponsorship communication.
 - Next internal session to focus on designing.
-

Assigned Task

All members are required to submit by 2:00 PM tomorrow:

Pick one upcoming event and list three potential sponsors, along with why each would care to collaborate with CSITAN.

This task will help apply the sponsorship framework practically and prepare for real outreach.

Resources

Slides

https://www.canva.com/design/DAG1lcnIC8M/xRjbEvLh7ZTqBilaqnwGFA/edit?utm_content=DAG1lcnIC8M&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

Reference

Proposals

<https://drive.google.com/drive/folders/1aw9mO8RpXNzQz86kmlnixGvYt26HGyUo>

Recording: <https://youtu.be/C1yp3Y8L3fQ>

Summary composed and compiled by the Events Team.