Ruth: October 21/2015

We have a couple of things to accomplish before the next meeting (early/mid-November)

1. List of potential sponsors we can ask for money
2. Ideas for what we can offer them (eg: advertising space)

I can handle the first part. I’ll go back through past sponsors of the conference, and see if I can locate some new, Toronto-based ones as well.

Michael and Vivianna, can one/both of you handle the second part?

Notes from Nov 5/2015:

1. Food sponsors
   1. Mental wellness food provider possibly
2. Are we responsible for internal funding too? Email Cylita (Ruth)
3. Draft letter (model after Guelph) (Michael)
   1. how to ask for different items (money vs food vs gifts)
4. Gift baskets/prizes/raffles
5. Contact book publishers
   1. set up stands at poster sessions
6. Timeline
   1. 6 month notice is ideal (Nov-early Dec or Jan)
   2. Contact internal sponsors earlier
7. Budget?
   1. Meet with budget committee and Don Jackson
8. Find out about printing sponsor (Viviana)
   1. What do we need printed?