# OUTREACH TEAM TASKS

**About This Selection**

We're looking for people who can represent our club professionally, build relationships, and communicate clearly. Outreach isn't just sending messages it's about making people want to work with us. Complete both tasks below.

**Task 1: Write a Cold Email to a Sponsor**

Pick any company or startup you think would be a good fit to sponsor our Agentic AI Workshop. Write a cold email (under 150 words) pitching a sponsorship. The email should feel professional, get to the point quickly, and give them a clear reason to reply.

**Workshop Details:**

- **Topic:** Agentic AI
- **Date:** 6th & 7th March 2026
- **Venue:** KVR Hall
- **Timings:** 10 AM – 1 PM

**Example (for reference only):**

**Subject:** Sponsorship Opportunity – Web Dev Bootcamp

Hi [Name],

I'm [Your Name] from [Club Name]. We're hosting a weekend bootcamp on web development and expecting 150+ students.

Would [Company Name] be interested in sponsoring? We're offering logo placement and direct engagement with students.

Happy to share more details over a quick call.

Best,
[Your Name]

*Use this format as a guide. Your email should be about the Agentic AI Workshop.*

**Task 2: Outreach Plan for Guest Speakers**

We need 2 guest speakers for the Agentic AI Workshop. Create a short outreach plan (under 150 words) covering:

- Where you'd find potential speakers
- How you'd decide who to contact first
- Your approach for the first message

**Example (for reference only):**

**Where to find:** LinkedIn, college alumni network, local startup founders

**Priority:** Alumni first, then founders nearby

**First message:** Short and clear—mention topic, date, time commitment, and end with a soft ask like "Would you be open to this?"

*Use this structure as a guide. Your plan should focus on finding speakers for Agentic AI.*

**Submission Instructions**

- Submit your work as a single PDF file

- Name your file: RollNumber_Outreach_Task.pdf

  Eg: 1608-25-733-020_Outreach_Task.pdf

- Upload it to the Google Drive link provided: [Google Drive](#)

- Include your name, email, and phone number at the top of your PDF

**Deadline:** 27th feb,2026 9 am.