

# Conference Secretary Role - Sponsorships

## January / February

- Update sponsorship package with new year changes
- Organise a list of existing and potential sponsors
- Email letter and sponsorship package to sponsors by end of February

## April

- Send out follow up letters to sponsors
- Request sponsors logo for program/ website
- Send tax invoices to sponsors
- Treasurer will give you receipts for sponsor payments to forward to sponsors

## May/ June

- Forward conference program to sponsors when printed
- Follow up with sponsors whether they want to include a flyer to the conference bags and arrange delivery or collection of flyers

## June/July

- Email Gold and Silver sponsors times for setting up and taking down booths at conference.
- Forward information sheet advising session times and times for booths to be opened during conference
- Prepare lunch, morning tea and dinner lanyards for sponsors.  
(Only Gold sponsors invited to dinner)

## August /September

- Email thank you letter to sponsors and copy of conference newsletter