

Planning Checklist: Sponsorship Sub-Committee

Time Frame	Responsibility	LT	ST
12 to 6 months	Prepare list of possible sponsors, check with SSC for possible conflicts, and then make contact		
	Set up and execute plans for fundraising		
	Contact SSC for finalized list of SSC sponsors		
6 to 3 months	Design and print admission tickets		
	In co-operation with Promotion and Media, solicit program advertising		
	Arrange for recognition of sponsorship during event		
	Develop competition page on SSC website		
Less than 3 months	Recruit volunteers to sell tickets to event		
	Recruit volunteers to sell souvenirs		
	Organize site for souvenir booth		
Less than 1 month	Arrange to receive Gifts in Kind that are required during the event		
	Confirm delivery of SSC banners and posters		
Day prior to Event	Post banners and other methods of recognizing sponsors		
	Post banners recognizing SSC and SSC sponsors		
Post Event	Distribute acknowledgement of sponsorship from host committee		
	Return banners to SSC at the Organizing Committee's cost or forward to the next host in accordance with the banner rotation schedule		
	Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition		