

Pre-Conference Reception Planning and Ticket Sales

1. Ticket Sales
 - a. Tickets are \$35/each
 - b. Tools Available to help you with sales
 - i. Printed tickets with detachable information collection form (get this back)
 - ii. Printed or digital letter that can be customized with signature and personal note
 - iii. Website link to pay and secure printable electronic tickets - ctaafsc.org/reception
 - c. Donation collection
 - i. Checks made payable to Integral Care with memo "CTAAFSC"
 - ii. Credit card payments via website
 - iii. No cash
 - iv. All funds collected need to go to Lisa Quinn
 - v. Please make sure you give Lisa the name of the individual(s) or organization(s) and contact info for anyone who purchases tickets and the number purchased – we will need to maintain a master list so that we have this for the event check-in process and to build the event for future years. If individuals purchase online, we will capture this information online.
 - d. Tracking
 - i. Please keep a running list of anyone you have contacted about ticket sales so that this may be shared with the committee and staff. This will help us avoid duplication.
2. Vendors – caterers, location, performers
 - a. Any vendor receiving funds will need a contract with Integral Care. This will take a minimum of 4 weeks to process a contract so please plan ahead.
 - b. Make sure to get any vendor requirements – eg what do performers need such as AV equipment, etc. so that this can be planned for with the venue.
3. In-kind Donations – please make sure to have any in-kind donations documented on the In-kind Donation Commitment Form. Return all forms to Lisa Quinn.
4. Controlled Entrance to Event
 - a. Person has a ticket in hand
 - b. Person is on a list of people/organizations that we believe purchased tickets (either individually or through an organization)
 - c. Purchases a ticket at the event

Conference Sponsorships

We still need to raise \$14,000 to meet our goal for the CTAAFSC. If you believe that an organization or individual that you are approaching has the capacity to do more than purchase a ticket to the reception, please consider asking them [to sponsor the conference](http://ctaafsc.org/sponsor). (ctaafsc.org/sponsor) There is a sponsorship [letter that you can personalized](#) on the ctaafsc.org website under the Fundraising/Sustainability Committee page. If you have questions about fundraising, please contact Jodie.eldridge@integralcare.org.