

Conference for Food Protection

Sponsorship Committee Report

- 1) Sponsorship Committee
- 2) April 30, 2009
- 3) Greg Orman, Chair

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- 4) The charge of the Sponsorship Committee is to review the sponsorship program in order to provide a comprehensive process for identifying, retaining and recognizing sponsors in a way that is in the best interests of the Conference for Food Protection and that also demonstrates value to sponsors for their participation.

The Sponsorship Committee will contact government agencies, educational institutions, private companies, non-governmental organizations, and other entities to determine if they would be interested in sponsoring the biennial conference. All interested and non-interested organizations will be entered in a database that will be maintained by this committee. The database will be shared with the Executive Director, Treasurer, Conference Chair, local hosts and others who may be helpful to obtain support. Local hosts can also provide the committee with sponsor contact information. The sponsorship committee is responsible for soliciting funding from national sponsors, while the local conference organization committee and local hosts are responsible for soliciting funding from local sponsors.

5) Committee Members:

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6) Progress report/timeline for Sponsorship Committee

March – July 2009

Committee will review the sponsorship campaign for the 2008 San Antonio Conference to determine successes and identify opportunities with regards to seeking sponsors, forms and procedures. Committee to work with the Conference Treasurer on any procedure changes to assure smooth collection of the money and sponsorship applications. The sponsorship levels will be reviewed and a recommendation drawn up for presentation to the Executive Board.

August 2009

The Committee Chair to prepare and submit a written report to the Executive Director with the recommendations for sponsorship levels for the next Biennial Conference. This document will be for presentation to the Executive Board at the August meeting. An initial mailing is proposed at this time to remind prospective sponsors to consider CFP support and budget accordingly.

November 2009 – January 2010

An updated Sponsorship Announcement and Application form will be prepared.

All sponsors from the previous Conference will be contacted by email requesting their continued support. New potential sponsors will be identified and contacted

for support. The Committee Chair will coordinate with the Conference Treasurer on the collection of money and completed applications in a timely manner. A worksheet of the sponsorships obtained will be maintained and shared with the Conference Treasurer.

February 2010

A final report on the sponsorship campaign will be written and submitted to the Executive Director for presentation to the Executive Board at the April 2010 meeting.

- 7) Requested Actions: None
- 8) No recommendation(s) for future charge