

Creating a new ACM-W Celebration

The following is to be submitted for consideration to the chair of the Celebrations Committee (currently Jodi Tims, jltims@bw.edu), preferably no later than 12 months prior to the proposed conference date:

- Statement of why a new celebration is being proposed including:
 - What community colleges, colleges and universities will be served?
 - What other celebrations are in neighboring states/areas and why it is better to begin a new one rather than integrate with an existing one?
- Preliminary planning information including:
 - Planning committee membership
 - List of potential venues including cost and capacity at each facility
 - Preliminary budget including:
 - Lodging charges
 - Meeting room fees (if separate)
 - Meal costs
 - Miscellaneous expenses (e.g., social event, swag, signage, promotional materials, costs related to planning, etc.)
- Fundraising plan
 - Sponsorship plan including donation amounts and benefits at each level, and career fair participation costs
 - List of potential donors and anticipated level of sponsorship (platinum, gold, silver, bronze)
 - Anticipated registration fee for students and other participants
- Other concerns:
 - Will your conference be utilizing RegOnline (through ACM) to handle conference registration?
 - Will your conference be utilizing the ACM PayPal account to accept payments of registration charges and sponsorship funds?

The committee will review submitted materials and respond no later than two weeks after all materials are received.