



CT Nonprofit Alliance Weeks at the Capitol 2017: Week I: March 13-17 | Week II: April 24 - 28

Registrations for CT Nonprofit Alliance Weeks at the Capitol 2017 – **Week I Due 3.01.17!**
(Please Note: Registrations for Week II will be open FOLLOWING the conclusion of Week I.)

Please use the following link to **Register for Week I!** (<https://www.surveymonkey.com/r/HPNYN2M>)

For the eleventh year, we will once again convene one of our most widely recognized events: 'CT Nonprofit Alliance Weeks at the Capitol' during the 2017 Legislative Session, at the State Capitol/Legislative Office Building in Hartford.

This flagship event provides the opportunity for 100 organizations exhibiting over the course of two, week-long events, to collectively highlight the diversity and impact of work that nonprofits do to enhance the quality of life for all citizens of our state. It is a time to educate policy makers and the public, regarding the exceptional work of each individual organization, and their contributions to the collective impact of all.

Reservations are accepted on a 'first come – first served basis, so **please register ASAP** to assure participation! While the registration deadline for Week I is March 1st, the event will likely fill before this date. You will be notified via email regarding your status ASAP FOLLOWING the registration deadline. Your consideration is greatly appreciated, as a great deal of time and effort is involved re: developing the final 'roster.' If you register for Week I after the spaces have filled, you will be placed on a priority waitlist for Week II in April.

WHAT TO KNOW BEFORE YOU REGISTER:

- * Participation is open exclusively to Alliance members in good standing – at no cost.
- * Please be sure to coordinate only ONE entry from your organization.
- * While you will participate on only one day, the registration process will request that you select your top 3 dates, in order of preference. We will do our best to accommodate your first choice.
- * Commitment is for approx. 4 hours, on one day. Members should not anticipate receiving more than one table or participating for more than one day.
- * Exhibit time will run **10:00 AM to 2:00 PM**, with arrival by 9:30 AM for set-up. Tables must be staffed at all times (maximum 3 people), and must remain in place until 2:00.
- * Each participant will be provided with a 6-foot table (provided by LOB) to exhibit information about their organization. Participants will be expected to staff their table and promote the event in advance.
- * Members are fully responsible for their table-top displays, including: tablecloth (required), power-cords, handouts, etc. No materials may be hung on the walls of the concourse and the full display must be contained within the table.
- * Additional information regarding LOB/facility security measures, parking, etc., will be provided upon confirmation of your registration.
- * Members are expected to contact their legislative delegation regarding visiting the exhibit and/or meeting on your assigned date. [Legislator Contact Information](#) Please contact Alliance Policy Staff for assistance.

Thank you in advance for your interest. Your participation assists in our efforts to advocate on behalf of ALL nonprofit organizations! Please do not hesitate to contact Julia Wilcox, Senior Public Policy Specialist, with any questions or for additional information: JWilcox@ctnonprofitalliance.org 860.525.5080 x1025

(Important Note: Please include the subject line: 'Nonprofit Alliance Week' in all subsequent correspondence.)

Hartford Office: 75 Charter Oak Avenue, Suite 1-100 Hartford, CT 06106 | 860.525.5080 | Fax: 860.525.5088
Rocky Hill Office: 35 Cold Spring Road, Suite 522 Rocky Hill, CT 06067 | 860.257.7909 | Fax: 860.257.7777