



## Community Connections Fair Invitation

To whom it may concern:

Please accept this invitation for your organization to attend our upcoming Toronto District School Board Community Resource Fair.

The goal of our event is to connect families to their local community agencies. The individuals participating will be our students with Developmental Disabilities, Mild Intellectual Disabilities, Autism, Physical Disabilities and/or Dual Diagnosis and their family members. As a Community Resource Exhibitor, we would like your agency/company to set up a kiosk/table where your staff can share the services that you provide, including educational/informational flyers or brochures. If possible, it would also be wonderful if you were to register the families for your services on the day of the event.

If you are able to attend our Community Fair, we request that you provide a brief description of your agency and the service you provide to our students and their families. Please complete the template below in order for us to promote your organization appropriately in our information package. The package will be provided to attendees at the time of registration.

For your information, the event details are provided below.

**Date of the Community Resource Fair:** Saturday, April 7 2018

**Location:** Central Etobicoke High School, 10 Denfield Rd, Etobicoke

**Contact person:** Stephanie Collins via e-mail: [stephanie.collins@tdsb.on.ca](mailto:stephanie.collins@tdsb.on.ca)

Jill Elliott-Brennan via e-mail: [Jill.Elliottbrennan@tdsb.on.ca](mailto:Jill.Elliottbrennan@tdsb.on.ca)

**Suggested arrival time to set up booth:** 9:00am

**Community Resource Fair hours:** 10:00am – 1:00 pm

**Estimated number of attendees:** 100

**Indoors/outdoors:** Indoors – School Gym / Hallways

**Number/size of tables per booth:** Based on your needs/6ft tables

**Number of chairs:** Based on your needs

**Booth signs:** Provided by Exhibitor

Attached is the Flyer we will be using to advertise our event. We would appreciate a response to our invite by Friday February 2, 2018. Please respond to our invitation via email at [stephanie.collins@tdsb.on.ca](mailto:stephanie.collins@tdsb.on.ca) or [Jill.elliottbrennan@tdsb.on.ca](mailto:Jill.elliottbrennan@tdsb.on.ca)

**If you have any promotional items that you are willing to donate for our Raffle Prize Draw,** it would greatly appreciated. Please let us know.

Thank you for considering participation in our Community Resource Fair.

Sincerely,

Stephanie Collins and Jill Elliott Brennan

**TEMPLATE TO BE COMPLETED FOR AGENCIES IN ATTENDANCE**

Agency Name:

Address:

Phone Number:

Email:

Brief Description of Service:

Direct Contact Person (if available):