

Summary of Communication with Sponsor

Date	Stakeholders	Format	Details
9/7/18	Billy Petrakes to Erin Henderson	Email	Request for sponsorship
9/10/18	Erin Henderson to Billy Petrakes	Email	Accepted our project
9/18/18	Billy Petrakes to Erin Henderson	Email	Changed from a capella concert to cornhole tournament, schedule kickoff meeting
9/19/18	Erin Henderson to Billy Petrakes	Email	Accepted project changes, confirmed kickoff meeting date/time
9/20/18	Billy Petrakes to Erin Henderson	Email	Sent over kickoff meeting agenda
9/21/18	Erin Henderson, Billy Petrakes, Jay Aliaga, Leon Diec, Bassam Ghali	Conference Call	Kickoff Meeting
10/30/18	Jay Aliaga to Erin Henderson	Email	Status report on project
11/19/18	Billy Petrakes to Erin Henderson	Email	Summary of cornhole tournament
11/26/18	Billy Petrakes to Erin Henderson	Email	Check presentation date/time
11/29/18	Erin Henderson to Billy Petrakes	Email	Confirmed date/time of check presentation
12/3/18	Erin Henderson, Billy Petrakes, Jay Aliaga,	In Person Meeting	Delivered check to Carilion Children's

	Leon Diec, Bassam Ghali		Hospital in Roanoke
12/3/18	Billy Petrakes, Erin Henderson	Email	Customer acceptance/project completion