

“company name”
“company address”

Date:

Dear

The services your company has to offer local businesses may be very helpful but do they know that? How would you like an opportunity to showcase your company to local Human Resource professionals? We would be delighted to hear about your company at one of our monthly meetings.

The Human Resource Association of Southern New Jersey serves its members by providing a forum to actively exchange ideas about unique Personnel-Human Resource needs in Southern New Jersey. The monthly dinner meetings are scheduled from September through June at the Greenview Inn at the Eastlyn Golf Course. The meetings are scheduled the third Thursday of the month. Typically, the numbers of attendees at any meeting average between 65-80 members.

For the \$275 sponsorship fee you receive: (if sponsor is an HRA member, the cost is \$225)

- Exclusive sponsorship for designated dinner meeting (Date of Meeting)
- Your logo and website link on:
 - HRA’s website, once paid, for entire program year (Sept thru June)
 - Email meeting announcements
- A location at the meeting to display your company banner and materials (or distribute at tables)
- Sponsorship recognition on
 - Media announcements
 - Logo on rolling PowerPoint at beginning of meeting
 - Logo on meeting Agenda
- Five minutes of time, at the beginning of the meeting, to make a presentation to the Human Resource professionals in attendance
- Name badge at meeting identifying you as the meeting “SPONSOR”
- Tent card on each dinner table acknowledging your company as the meeting

sponsor.

Payment for the Sponsorship Program must be received no less than sixty days in advance of the meeting date. The Sponsorship fee includes dinner for one representative from your organization. Other representatives, from your company, may attend the dinner meeting, for a fee of 45.00 per person. Once the meeting announcements or newsletter advertising have been distributed we will be unable to refund your fee. Note: Logo and link will be posted on website as soon as we receive payment and remain for balance of program year.

If you are interested in sponsoring a meeting, please complete the sponsorship agreement and preferred meeting date. Once we receive your sponsorship agreement and confirm the meeting date, you will be sent an Invoice. We will then need your logo and website link for marketing your sponsorship.

Cordially,