



## Sponsorships –

Committee Chairs: Terry Brophy

Members:

Provide financial support to the chapter by publicizing sponsorship opportunities and securing sponsors for dinner meetings, website and other events (such as seminars / workshops).

Ensure website has appropriate information on how to sponsor a meeting event or the website, the benefits and costs.

- Solicit, track and secure sponsors for meeting sponsors (including Breakfast Roundtables and Workshops/Seminars) and website sponsors
- Coordinate meeting date for sponsorship
- Upon interest – Send Sponsorship Agreement and ensure return
- Invoice Sponsor – copy treasurer (note: can send with Sponsorship Agreement)
- Ensure payment from sponsors is received prior to event
- Five weeks prior to meeting, request and obtain organization's logo and website link
- Provide information to website / publicity chairperson, individual handling meeting announcements and to chapter president
- Ten days prior to dinner meeting, confirm sponsor attendance at meeting and ensure register sponsor (and any guest) for dinner meeting
- Create "sponsor" name tag or remind whoever is making name tags for meeting
- Create Sponsor placards for each table (2 sheets per table) and ensure placed in holders and put on each table at dinner event
- Periodically review on ways to enhance sponsorship benefits and/or obtain sponsors and advise HRA Executive Board
- Any changes in sponsor benefits or cost – update sponsorship solicitation letter and sponsorship agreement. Also, ensure website information is updated.