

## SPONSOR INFORMATION CHECKLIST

### SPEAKING ROLE SPONSOR

All sponsor items are due March 1, 2023. Items submitted after March 1st may result in a loss of benefits.

1. PODIUM INTRODUCTION

- Name and email of individual performing podium introduction.

2. NWS ATTENDEE EMAIL

- Will you be participating in the email to NWS attendees?
- Email verbiage in Microsoft Word document for email sent to attendees prior to the conference. Date and time you would like the email to be distributed.

3. NWS ATTENDEE LIST

- Name and email of individual to receive NWS attendee list.

4. CONFERENCE ATTENDEES

- Following items for your 2 free sponsor attendees
  - Name
  - Title
  - Company
  - Designation (if applicable)
  - Email
  - Mailing Address
  - Phone

5. ELECTRONIC BANNER DISPLAY

- Single slide widescreen format (16:9) PowerPoint document.

6. WEBSITE VERBIAGE, CONTACT INFORMATION & HYPERLINK

- 50 words of sponsor determined content to place on the website.
- Website URL used to hyperlink the corporate logo sponsor provides.
- Contact information to be listed on the website.

7. PROGRAM ADVERTISEMENT

- 8.5 inches wide x 5.5 inches tall program advertisement

8. COMPANY RECOGNITION & BRANDING

- Company name as you would like it to be read from the podium.
- Company name as you would like it printed in conference materials.
- Company logo in JPEG format
- Company logo in EPS, or AI, or Vector format

9. SPONSOR DIRECTORY

- Sponsor Directory Information
  - Company
  - Name
  - Address
  - City, State Zip
  - Phone
  - Email
  - Website