

## SPONSOR INFORMATION CHECKLIST

### EVENT SPONSOR

All sponsor items are due March 1, 2024. 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 LIST
  - Name and email of individual to receive NWS attendee list.
3. CONFERENCE ATTENDEES
  - Following items for your 2 free sponsor attendees
    - Name
    - Title
    - Company
    - Email
    - Mailing Address
    - Phone
4. ELECTRONIC BANNER DISPLAY
  - Single slide widescreen format (16:9) PowerPoint document.
5. LINKEDIN ANNOUNCEMENT
  - Verbiage for each media post (you will receive 2 posts total)
  - Date and time (morning or afternoon) of desired LinkedIn posts
6. WEBSITE CONTACT INFORMATION & HYPERLINK
  - Website URL used to hyperlink the corporate logo sponsor provides.
  - Contact information to be listed on the website.
    - Company
    - Contact Name
    - Phone
    - Email
    - Website

7. PROGRAM ADVERTISEMENT

- 4.25 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