

## BOARD OF ADVISORS SMALL GROUP MEETINGS 2019

Company \_\_\_\_\_

Company Contact \_\_\_\_\_

Contact's Phone \_\_\_\_\_

Contact's Email \_\_\_\_\_

### Event Dates

Chamber staff will make contact to set dates and times. Sponsor will host 4 meeting during selected quarter.

### Rank Preference

- 1st Quarter 2019 (January, February, March) - commitment to hosting 4 sessions in this period
- 2nd Quarter 2019 (April, May, June) - commitment to hosting 4 sessions in this period
- 3rd Quarter 2019 (July, August, September) - commitment to hosting 4 sessions in this period
- 4th Quarter 2019 (October, November, December) - commitment to hosting 4 sessions in this period
- no preference - commitment to hosting 4 sessions in this period

### Event Time

11:30 a.m. to 1 p.m. OR 3:30 to 5 p.m.  
Trade is subject to final approval by the Chamber.

### CHAMBER provides the following benefits:

- Opportunity to address attendees
- Recognized on email invitations sent to BOA Small Group Members (logo)
- Opportunity to have two company representatives attend the Quarterly Meetings
- Opportunity to provide literature/promo item

### SPONSOR agrees to provide:

#### Venue requirements:

- Adequate space for 50-75 in a U-shape
- Tables and chairs for 50-75
- Two eight-foot tables for registration
- Accessible and available parking for 50-75
- Projector and screen

#### Catering requirements:

- 11:30 a.m. to 1 p.m. – buffet lunch and beverages
- 3:30 to 5 p.m. – lights snacks and beverages

By signing below, I agree to this sponsorship on behalf of company listed above.

Company Representative Printed Name \_\_\_\_\_

Company Representative Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Rep. Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### CHAMBER OFFICE USE ONLY

Vice President, Membership \_\_\_\_\_ Date \_\_\_\_\_

Division Vice President Accepting Expense \_\_\_\_\_ Date \_\_\_\_\_

Affected Department Manager \_\_\_\_\_ Date \_\_\_\_\_

- Approved by Trade Team  Approved Contract Sent to Company