

SPONSOR INFORMATION CHECKLIST (TITLE SPONSOR)

All sponsor items are due July 15, 2023. Items submitted after may result in a loss of benefits.

1. SPEAKER INTRODUCTION / WELCOME COMMENTS
 - Name and email of individual providing comments
2. POP UP BANNER AT COCKTAIL RECEPTION
 - Banner delivered to the registration table 3 hours prior to the start of the reception.
3. WRC ATTENDEE EMAIL
 - Will you be participating in the email to WRC 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.
 - Email verbiage in Microsoft Word document for email sent to attendees **after** the conference. Date and time you would like the email to be distributed.
4. WRC ATTENDEE LIST
 - Name and email of individual to receive WRC attendee list.
5. CONFERENCE ATTENDEES
 - Following items for your 4 free sponsor attendees
 - Name
 - Title
 - Company
 - Designation (if applicable)
 - Email
 - Mailing Address
 - Phone
6. ELECTRONIC BANNER DISPLAY
 - Single image - 1920 pixels X 1080 pixels
7. JUMBO SCREEN DISPLAY
 - Single image - 2304 pixels X 960 pixels
8. WEBSITE VERBIAGE, CONTACT INFORMATION & HYPERLINK
 - 100 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.

9. LINKEDIN ANNOUNCEMENT

- Verbiage for each media post (you will receive 4 posts total)
- Date and time (morning or afternoon) of desired LinkedIn posts

10. PROGRAM ADVERTISEMENT

- 8.5 inches wide x 11 inches tall program advertisement

11. EXHIBIT HALL PARTICIPATION

- Will you be participating in the exhibition hall?
- Will you need electricity for your exhibit booth?

12. 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 #hashtag# used in WRC generated social media posts.
- Company logo in JPEG format
- Company logo in EPS, or AI, or Vector format

13. SPONSOR DIRECTORY

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

Please note, in response to attendee feedback and being environmentally conscious RIMS Western Regional Conference has eliminated conference swag bags and other WRC provided branded items, i.e., water bottles, notepads, pens, etc. WRC will focus our efforts on increasing attendee traffic to the exhibit areas. We encourage sponsors to showcase traditional swag items and high-quality raffle favors at their booths.