

DCCW CONVENTION SPONSOR GUIDELINES – DRAFT #3

Sponsor opportunities are available to any business or organization that supports the mission of DCCW and desires to contribute money to offset annual DCCW convention expenses.

The DCCW President will appoint a Convention Sponsor Program Chairperson who will coordinate the following:

- Provide potential convention Sponsors with a Sponsor Application form.
- Establish a deadline for Sponsor application submissions.
- Approve Sponsors.
- Provide an invoice or receipt for Sponsor contributions.
- Coordinate with Sponsors and relevant convention committee chairs regarding:
 - Flyer for welcome bags
 - Promotional items for welcome bags (diamond level)
 - Poster board display of Sponsors
 - List of Sponsors for convention program booklet
 - List of Sponsors for DCCW website
 - Complimentary convention program ads (diamond & emerald levels)
 - Availability and location of display tables (diamond & emerald levels), including establishing a time for setting up display tables
 - Verbal recognition during convention (diamond level).

SPONSOR LEVELS: There are three sponsor levels.

Diamond: Contribution of \$500 and up

- Flyer in welcome bags
- Promotional item in welcome bags
- Name on poster board at convention hall entrances
- Name in convention program booklet
- Name in Sponsor list posted on DCCW website
- Full-page ad in convention program booklet
- Display table in raffle/auction room
- Verbal recognition at morning and afternoon opening sessions

Emerald: Contribution of \$250 to \$499

- Flyer in welcome bags
- Name on poster board at convention hall entrances
- Name in convention program booklet
- Name in Sponsor list posted on DCCW website
- Half-page ad in convention program booklet
- Single display table in convention area hallway

Ruby: Contribution of \$100 to \$249

- Flyer in welcome bags

- Name on poster board at convention hall entrances
- Name in convention program booklet
- Name in Sponsor list posted on DCCW website
- Quarter-page ad in convention program booklet

SPONSOR LEVELS AT A GLANCE:

	Ruby	Emerald	Diamond
Flyer in welcome bags	X	X	X
Name on poster board at convention hall entrances	X	X	X
Name in convention program booklet	X	X	X
Name in sponsor list posted on DCCW website	X	X	X
Quarter-page ad in convention program booklet	X		
Half-page ad in convention program booklet		X	
Single display table in convention area hallway		X	
Full-page ad in convention booklet			X
Display table in silent auction/raffle room			X
Promotional Item in welcome bags			X
Verbal recognition at morning and afternoon opening sessions			X

TERMS AND CONDITIONS:

The business or organization’s purpose and activities must not conflict with Catholic doctrine and/or Catholic social teachings.

Sponsors will indicate acceptance of DCCW’s terms and conditions by signing the Sponsor Application form and submitting the appropriate donation amount.

In the event of space limitations, the DCCW reserves the right to limit the number of Sponsors and must approve Sponsors in writing.

Once approved as a Sponsor, Sponsor donations are non-refundable unless unforeseen factors result in cancellation of the Convention.

If for any reason the Sponsor application is denied, the total amount submitted by the potential Sponsor will be returned to the applicant.

Acceptance of Sponsor donations does not, in any way, indicate or imply endorsement by DCCW of said business or organization.

Sponsors are not entitled to free or reduced registration at the DCCW Convention.

Sponsors are limited to displays of their goods or services only. No items may be offered for onsite purchase.

Sponsors who offer prize drawings to incentivize visits to their display area will be wholly responsible for conducting the drawing, notifying winners and delivering prizes to the winners.

Contact information obtained in connection with prize drawings may not be used for any other purpose besides transmission of prizes.

Approved Sponsors will adhere to all deadlines for submitting flyers, program ads and promotional items (if applicable), and for the established times for setting up displays.

Flyers will be supplied by the business/organization, at their own expense, in sufficient amounts to assure placement in all the welcome bags.

Sponsors will provide the design and content of program ad, conforming with established DCCW convention program ad and size requirements.

Sponsors will supply, at their own expense, all signage and items to be displayed at their table.

If diamond Sponsors choose to provide a promotional item to include in the welcome bags, the Sponsor is responsible to provide, at their own expense, a sufficient amount of items for the total number of bags.

The DCCW reserves the right to allow certain commercial and non-profit vendors (who are not participating in the Convention Sponsor Program) to display and sell items at the Convention.