

## **DCCW CONVENTION SPONSOR GUIDELINES – DRAFT Nov. 2022**

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 Convention Sponsor program will be coordinated by DCCW's 2ndVP/Ways & Means Chair, to include 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 (gold level)
  - Poster board display of Sponsors
  - List of Sponsors for convention program booklet
  - List of Sponsors for DCCW website
  - Complimentary convention program ads (gold, silver levels)
  - Availability and location of display tables (gold, silver levels), including establishing a time for setting up display tables
  - Verbal recognition during convention (gold level).

**SPONSOR LEVELS:** There are three sponsor levels.

Gold: 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

Silver: Contribution of \$250 to \$500

- 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

Bronze: Contribution of \$100 to \$250

- 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:**

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

#### **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.

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 gold Sponsors choose to provide a promotional item to include in the welcome bags, they are 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 to display and sell items at the Convention. These vendors are not donating sponsors, but because of a longstanding relationship with DCCW, are afforded this courtesy.