



SPONSORSHIP CHECKLIST

Now that you have registered for your sponsorship package, here are a few things we need from you by **August 1, 2011**.

- **Register your company**
 - Please register your company for the conference on our website
- **Register your company for Match Me Up!**
 - Please register your company and attendees to participate in the procurement matchmaking session
- **Your company logo**
 - Upload your company logo in JPEG and EPS format
- **Company greeting letter (if applicable)**
 - Submit your company greeting letter (Word or PDF format) written by your company president, vice president of supplier diversity, or vice president of supply chain; please include most recent photo (JPEG format) and submit via email to info@gwbc.biz.
- **Promotional items (if applicable)**
 - We are anticipating 300 attendees at this year's event. Please mail your company promotional items to:

*Greater Women's Business Council
ATTN: POP Marketplace Promotional Items
1201 Peachtree Street, NE
400 Colony Square, Suite 200
Atlanta, GA 30361*
- **Your company print advertisement (if applicable)**
 - See information below

Specifications

Full Page Ads	Half Page Ads
Size: 8.5 x 11 plus 1/8 inch bleed all 4 sides	Live Area: 7 x 4.75 (non-bleed)
Live area: 8 x 10.5	Color: 4 color
Color: 4 color	

Artwork

Files should be sent in one of the following formats:

- JPEG - High Resolution (300 DPI)
- PDF – high resolution
- EPS- all type converted to paths

Delivery

All advertisement materials are due by **August 1, 2011** and should be e-mailed or uploaded to the FTP site based on size.

If your files are less than 10 MB, please email to ILeann at iballester@ok2print.com.

Please reference "2011POPM Ads: [your company name]" in the subject line.

If your files are larger than 10 MB, please upload to

http://www.mmpofdeatur.com/servicecenter/send_file.html. In the comments sections, please indicate "2011 POPM Sponsor: [your company name]".



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Please provide the appropriate items, per your sponsorship package:

Sponsorship Package Level	Items Needed
Marketplace Sponsor	<ul style="list-style-type: none"> · Company Logo · Company Executive letter in program booklet · Full-page, 4-color ad in program book · Company promotional item for gift bag · Statements for GWBC Press Releases (3) · Corporate Supplier Diversity Messaging on GWBC website (6 months)
Gold Sponsor	<ul style="list-style-type: none"> · Company Logo · Company Executive letter in program booklet · Full-page, 4-color ad in program booklet · Company promotional item for gift bag · Statements for GWBC Press Releases (2) · Corporate Supplier Diversity Messaging on GWBC website (3 months)
Silver Sponsor	<ul style="list-style-type: none"> · Company Logo · Full-page, 4-color ad in program booklet · Company promotional item for gift bag · Statements for GWBC Press Releases (1) · Corporate Supplier Diversity Messaging on GWBC website (2 months)
Bronze Sponsor	<ul style="list-style-type: none"> · Company Logo · Half-page, 4-color ad in program booklet · Company promotional item for gift bag
Copper Sponsor	<ul style="list-style-type: none"> · Company Logo · Half-page, 4-color ad in program booklet
WAVE Circle (WBE only) Sponsor	<ul style="list-style-type: none"> · Company Logo · Half-page, 4-color ad in program book · Company promotional item for gift bag · Statements for GWBC Press Releases (2) · Corporate Supplier Diversity Messaging on GWBC website (3 months)