

**Meeting Sponsorship - Letter of Agreement**

This Letter of Agreement between the “Sponsor” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the California Association of Marriage and Family Therapists – San Fernando Valley Chapter (“SFV-CAMFT”) provides the terms and conditions of the “Sponsorship” for a meeting.

 **Sponsor Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Sponsor Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Meeting Name/Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date/Time of Event:** 9-11am, Sunday, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SFV-CAMFT plans, promotes and conducts various events for the benefit of its members and the community it serves. The meeting described above is one of these events. Sponsor has applied to sponsor the described meeting and SFV-CAMFT has approved Sponsor’s participation as provided below.

**Upon receipt of signed contract and payment, SFV-CAMFT will:**

Provide promotion and support via –

1. **Website:**
	* Your name/logo hyperlinked to your website on our *homepage* for approx. 1 month leading up to the meeting.
	* Your name/logo hyperlinked to your website on our *meeting page* for approx. 1 month leading up to the meeting.
	* After meeting, event page with your name/logo remains on our event page under “past events” indefinitely.
	* Addition of your logo/link to the chapter sponsor partner page on our website.
2. **Newsletter:**
	* Your name/logo hyperlinked to your website and a blurb about your services on distinct page twice - thanked before and after meeting.
	* Newsletter issues remain on our website indefinitely.
3. **Email (eblast):** Your name/logo hyperlinked to your website on our at least 3 stand-alone meeting emailsthat go out to approx. 2800 subscribers.
4. **Social Media:** 2 posts being thanked with your name/logo, tagged if you have an account, before and after meeting.
5. **In person:**
* Introduction of sponsor by Sponsorship Chair.
* One 5-minute segment for sponsor representative to speak about their services (prior to speaker presentation) in any style i.e. Q&A, PowerPoint, speech, and/or experiential.
* A table/countertop for your resource materials and opportunity to distribute materials on individual member tables.
* Opportunity for meeting attendees to meet your representative.
* Complimentary admission to the meeting for 1 representative including breakfast and CEU's if attending the entire presentation.
* Hybrid/virtual meetings: Benefit of additional audience, varying in location, to expand reach. Resource materials will be emailed to participants (may also be put in chat); if any please provided to Sponsorship Chair 2 weeks prior to meeting you choose to attend.
* Bonus: Ability to schedule a tour at your facility with board members after Sponsorship.

**Sponsor will:**

1. Make a payment to SFV-CAMFT, at least (45) days prior to meeting date, in the amount of:

\_\_\_ $700 (1 meeting)

\_\_\_ $1200 ($600 x 2 meetings)

 An invoice will be sent to you to pay online or you’re able to send money via Zelle: sfvcamftcfo@gmail.com

1. Arrive 30 minutes before meeting.
2. Provide advertising materials (logo, website, small blurb for introduction, 1 line about

 services for newsletter) in electronic form at least (30) days prior to meeting date.

1. Supply marketing materials (i.e. banner, signage, brochures, promotional items, etc.)

for display table and to place on individual member tables, if wanted. If providing digital resources, please send to Sponsorship Chair 2 weeks prior to meeting you choose to attend.

1. Speak for one 5-minute segment about Sponsor’s services (prior to speaker

presentation).

1. Manage the Sponsor’s table.

If you are in agreement with the above terms and conditions, please sign and date below. A countersigned copy will be returned to you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor representative signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SFV-CAMFT representative signature   Date

**Questions?** Please contact our Sponsorship Chair or President at sfvcamftpre@gmail.com.