

Sponsor Check List

Thank you for volunteering to sponsor the Inland Empire SharePoint User Group meeting. The following information should help to make your visit to our group a happy one. Please feel free to contact us with any questions prior to your scheduled meeting date.

For specific instructions please make sure to review the companion Sponsor Information Sheet located in the Reference Materials library on our website at <http://www.spugs.org/IESPUG>.

Done	Due Date	Item	Send to
<input type="checkbox"/>	2 weeks prior to meeting	Sponsor Logo – web ready graphic no larger than 400 x 400px @ 72dpi	E-mail to: rlawrence@hss.sbcounty.gov
<input type="checkbox"/>	2 weeks prior to meeting	Company Description – paragraph about you for inclusion in invitation & various website announcements	E-mail to: rlawrence@hss.sbcounty.gov
<input type="checkbox"/>	2 weeks prior to meeting	Meeting Announcement	E-mail pre-provided meeting announcement to your contact list.
<input type="checkbox"/>	1 week prior to meeting	Food & Drink Arrangements or \$75.00	Confirm with Brian.kelly@rht.com
<input type="checkbox"/>	1 weeks prior to meeting	Give Away's	Bring with you to the meeting.
<input type="checkbox"/>	Thursday or Friday prior to meeting	Reminder E-Mail	E-mail pre-provided meeting reminder to your contact list.
<input type="checkbox"/>	Meeting Night	Leave Behinds	Bring with you to the meeting.
<input type="checkbox"/>	Meeting Night	Enthusiasm!	Needed by everyone – bring it!