

SharePoint User Groups

Los Angeles Chapter

Sponsor Submission Form & Check List

Thank you for your desire to sponsor and speak at the Los Angeles SharePoint User Group Meeting. Please fill out the following information and review the timeline for other items below. Please feel free to contact us with any questions prior to your scheduled meeting date.

Company Name:	
Marketing / Sponsorship Email:	
Marketing / Sponsorship Contact:	
Marketing / Sponsorship Phone:	
Company Description:	
Speaker Name:	
Speaker Title:	
Speaker Phone:	
Speaker Email:	
Company or Speaker Twitter ID:	
Speaker Topic Summary:	
Speaker Topic Full Description:	

For specific instructions please make sure to review the companion [Sponsor Information Sheet](#) located in the Reference Materials library our website at spugs.org under the Los Angeles Chapter subsite.

Due Date	Item	Submit to or Needed By
<input type="checkbox"/> 2 weeks Prior to meeting	Sponsor Logo – web ready graphic no larger than 400 x 400px @ 72dpi	Email to: info@spugs.org
<input type="checkbox"/> 2 weeks prior to meeting	Meeting Announcement	Provided email meeting announcement for distribution to your contact list
<input type="checkbox"/> 1 week prior to meeting	Food & Drink Arrangements	Confirm with Jonathan.Feinstein@quickstart.com
<input type="checkbox"/> 1 week prior to meeting	Give Away's	Bring with you to the meeting
<input type="checkbox"/> Mon/Tues prior to meeting	Reminder E-Mail	Provided email meeting reminder to your contact list
<input type="checkbox"/> Meeting Night	Leave Behinds & Enthusiasm!	Bring with you to the meeting!!