

## SPONSOR INFORMATION CHECKLIST: SUPPORTING SPONSOR

**All sponsor items are due March 1, 2024. Items submitted after March 1st may result in a loss of benefits.**

1. CONFERENCE ATTENDEES
  - Following items for your 2 free sponsor attendees and speaker pass(es)
    - Name
    - Title
    - Company
    - Email
    - Mailing Address
    - Phone
  
2. ELECTRONIC BANNER DISPLAY
  - Single image - 1920 pixels X 1080 pixels
  
3. LINKEDIN ANNOUNCEMENT
  - Verbiage for each media post (you will receive 1 post total)
  - Date and time (morning or afternoon) of desired LinkedIn posts
  
4. WEBSITE HYPERLINK
  - Website URL used to hyperlink the corporate logo sponsor provides.
  
5. COMPANY RECOGNITION & BRANDING
  - Company name as you would like it to be read from the podium.
  - Company name as you would like it printed in conference materials.
  - Company #hashtag# used in social media posts.
  - Company logo in JPEG format
  - Company logo in EPS, or AI, or Vector format
  
6. SPONSOR DIRECTORY
  - Sponsor Directory Information
    - Company
    - Name
    - Address, City, State Zip
    - Phone
    - Email
    - Website
  
7. ATTENDEE RAFFLE (optional)
  - Item being raffled to conference attendees. Must be delivered before May 1, 2024.  
San Francisco Treasury Symposium  
C/O Jennifer Saliba  
5568 Koderra Avenue  
Lake Oswego, OR 97035