



## SPONSOR INFORMATION CHECKLIST: KEYNOTE SPONSOR

**All sponsor items are due March 15, 2025. Items submitted after March 15th may result in a loss of benefits.**

1. CONFERENCE ATTENDEES
  - Following items for your 3 free sponsor attendees and speaker pass(es)
    - Name
    - Title
    - Company
    - Email
    - Mailing Address
    - Phone
2. PODIUM INTRODUCTION
  - Name and email of individual providing comments.
3. PROGRAM ADVERTISEMENT
  - 4.25 inches wide x 5.5 inches tall program advertisement
4. ELECTRONIC BANNER DISPLAY
  - Single image - 1920 pixels X 1080 pixels
5. LINKEDIN ANNOUNCEMENT
  - Verbiage for each media post (you will receive 3 posts total)
  - Date and time (morning or afternoon) of desired LinkedIn posts
6. WEBSITE HYPERLINK
  - Website URL used to hyperlink the corporate logo sponsor provides.
7. 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
8. SPONSOR DIRECTORY
  - Sponsor Directory Information
    - Company
    - Name
    - Address, City, State Zip
    - Phone
    - Email
    - Website
9. ATTENDEE RAFFLE (optional)
  - Item being raffled to conference attendees. Must be delivered before May 1, 2025.  
San Francisco Treasury Symposium  
C/O Jennifer Saliba  
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