



SPONSOR INFORMATION CHECKLIST: SPONSOR LED SESSION SPONSOR

All sponsor items are due March 1, 2025. Items submitted after March 1st 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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