

2017-2018 ILEA Sponsor Guidelines

Sponsor Investment

By donating your product and/or services for a monthly chapter meeting or fundraising effort, you will have the opportunity to showcase your company for an average meeting attendance of 50+ members. This is the perfect opportunity for venues, photography, floral, decor, linens, entertainment and more.

All products and/or services, including venues, donated to the International Live Events Association (ILEA) Denver Chapter are at no cost to the organization. ILEA cannot pay hard costs including, but not limited to, fees related to delivery, labor, power, taxes etc. Sponsor will pay directly for any on-site expenses. Please look at this sponsorship as a time to “showcase” your best work to the event professionals attending. Skimping on any details or staffing only makes your company less desirable to the industry.

Certificate of Insurance

Please return this agreement with a valid certificate of insurance listing International Live Events Association as an “additional insured”. Please note, ILEA is not responsible for lost, stolen or broken items during setup, the actual event or strike.

Liability

Sponsor agrees that the ILEA Denver Chapter shall not be held responsible for any delays in or failure to provide their products and service in the event that adverse weather conditions, acts of God, war, disaster, civil orders, strikes, lockouts, or other emergencies that make it unsafe, unadvisable, illegal or impossible for the “Event” to occur. Should the event be cancelled due to any of these reasons, ILEA Denver Chapter is no longer responsible for payment to Sponsor.

Catering

Financial Compensation: Please review the Sponsorship Guidelines below, to determine if you are eligible for any compensation for your Sponsorship. Compensation (if applicable) will be confirmed with the Vice President of Education and Programs prior to the execution of this agreement. Compensation will be based on the final guarantee given two (2) business days prior to the event being sponsored. **Invoices are to include food and/or drink per person only, no other charges will be paid.** An invoice must be presented night of or prior to the ILEA event; payment will be made by check on-site at the event. If invoice is not received by the Friday following the event (net 3 given the event is on a Tuesday) then compensation of said event will be forfeited.

Sponsorship Guidelines

- \$10 Member Breakfast Sponsor
 - o must provide **hot** buffet or plated meal, include juice/coffee
 - o alcoholic beverages are allowed but not required
 - o Showoff ideas – signature drink, breakfast cocktails, smoothie bar, stations (grill with pancakes/waffles, omelets), barista bar, etc.
- \$10 Member Lunch Sponsor
 - o must provide buffet or plated meal, dessert, non-alcoholic beverage
- \$20 Member Dinner Sponsor
 - o Stationed, buffet or plated – presentation is up to caterer. Meal must be significant and include at least three (3) courses regardless of how presented (apps/salad, entrée with sides, dessert)
- \$30 IDEA’s Annual Dinner Member Sponsor
 - o must provide four (4) course meal
- \$5 Beverage Sponsor (members or non-members)
 - o Includes a minimum of two (2) alcoholic and nonalcoholic beverages per person. Water must be available. PLEASE NOTE: this is paid “only” to the alcohol sponsor, which may or may not be the caterer.
 - o *IDEA Awards - two (2) drinks for cocktail hour, wine service with dinner, and nonalcoholic beverages to qualify for full compensation
- \$5 Non-Member Sponsors
 - o provide either breakfast/lunch/dinner with above stipulations

Sponsorship Compensation

(based on value)

Base Level: \$500

- One (1) complimentary ticket for sponsored meeting
- Name recognition in meeting invitation online
- Logo recognition on sponsored meeting's page on the ILEA Denver Chapter website
- Logo recognition on sponsor slides during sponsored meeting
- Verbal recognition during meeting
- Recognition through ILEA Denver Chapter social media

Front Range Level: \$1,000

- All of the benefits listed above
- Additional complimentary ticket to sponsored meeting (2 total)

Summit Level: \$2,500

- All benefits listed above
- Additional complimentary ticket to sponsored meeting (3 total)

Mile High: \$5,000

- All benefits listed above
- Additional complimentary ticket to sponsored meeting (4 total)
- Opportunity for brief remarks during sponsored meeting

Pinnacle Level: \$10,000

- All benefits listed above
- Additional complimentary ticket to sponsored meeting (5 total)

Year-Round Partner: must agree to sponsor at least 4 meeting per year at a \$1200 minimum value/meeting

- Two (2) complimentary tickets for sponsored meeting
- Name recognition in meeting invitation online
- Logo recognition on sponsored meeting's page on the ILEA Denver Chapter website
- Verbal recognition during meeting
- Recognition through ILEA Denver Chapter social media
- Listing on an annual sponsorship slide at each meeting
- Sponsor Spotlight – once an "ILEA Year" spotlight on your company via Social Media
 - o You'll be asked to provide headshot, company logo and bio
- Opportunity to speak at one meeting per "ILEA Year"