



INTERNATIONAL
LIVE EVENTS ASSOCIATION
DENVER CHAPTER

2018-2019 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 40+ members and guests. 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 (if applicable) 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 at, 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.

2018-2019 ILEA Sponsor Guidelines, cont.

Sponsorship Guidelines

- Catering sponsors for regular meetings may be paid \$10 per person per event
 - Expectations
 - Breakfast Sponsor must provide **hot** buffet or plated meal, include juice/coffee
 - alcoholic beverages are allowed but not required
 - Showoff ideas – signature drink, breakfast cocktails, smoothie bar, stations (grill with pancakes/waffles, omelets), barista bar, etc.
 - Lunch Sponsor must provide buffet or plated meal, dessert, non-alcoholic beverage
 - Member Dinner Sponsor 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)
- Catering sponsors for IDEA’s Annual Dinner may be paid \$20 per person
 - must provide four (4) course meal
- Alcoholic Beverage sponsor may be paid \$3 per person per event (members or non-members)
 - 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.
 - *IDEA Awards - two (2) drinks for cocktail hour, wine service with dinner, and nonalcoholic beverages to qualify for full compensation

Sponsorship Compensation

(based on value)

Base Level: \$500

- Name recognition in email invitation
- Name recognition on sponsored meeting’s page (Eventbrite) with link to sponsor’s website
- Logo recognition on sponsor slides during sponsored meeting
- Verbal recognition during meeting
- Tagged on social media as an event sponsor

Front Range Level: \$1,000

- All the benefits listed above
- Complimentary ticket to sponsored meeting (1 total)

Summit Level: \$2,500

- All benefits listed above
- Additional mentions on ILEA Denver social media channels
- Additional complimentary ticket to sponsored meeting (2 total)

2018-2019 ILEA Sponsor Guidelines, cont.

Mile High Level: \$5,000

- All benefits listed above
- Additional complimentary ticket to sponsored meeting (3 total)
- Opportunity for brief remarks during sponsored meeting
- Spotlight on ILEA Denver social media channels with logo and website link

Pinnacle Level: \$10,000

- All benefits listed above
- Listed on ileadenver.com Partner Page for the ILEA Denver calendar year
- Additional complimentary ticket to sponsored meeting (4 total)

Year-Round Sponsor: sponsoring at least 4 meetings

Year-Round meeting sponsors will have first pick at which meetings to sponsor.

- One (1) complimentary ticket for sponsored meeting
- Name recognition in event email invitation
- Name recognition on sponsored meeting's page (Eventbrite) with link to sponsor's website
- Logo recognition on sponsor slides during sponsored meeting
- Tagged on social media as an event sponsor
- Listing on an annual sponsorship slide at each meeting
- Spotlight on ILEA Denver social media channels with logo and website link
- Listed on ileadenver.com Partner Page for the ILEA Denver calendar year

For any additional questions: Please contact ILEA Denver's VP of Education and Programs, Maggie Glass; maggie@arentweluckyconsulting.com