

# Sponsor Guidelines



## Jan. 7th - 9th 2010 - C4C Outreach Production & 4th Annual Awards Banquet

Campaign 4 Change Outreach Production (Jan. 7th & 8th) 8pm  
North Carolina Central University, BN Duke Auditorium

C4C 4th Annual Awards Banquet (Jan. 9th) 7:30pm - 11:30pm  
American Tobacco Campus, Bay 7

### **SPONSORSHIP PROCEDURES:** *Sponsor Copy*

The Campaign 4 Change Outreach Production has instituted the following procedures for sponsorship opportunities:

### **SPONSORSHIP GUIDELINES:**

The sponsor(s) are responsible for providing the required quantity of ALL promotional materials

★ All individual and exclusive sponsorships are subject to the right of renewal of the previous year's sponsor.

It is the responsibility of the sponsor to submit advertising and logo files by Dec. 10th, 2009. Files must be in (PDF)(EPS) or (JPEG) formats, as it specifically relates to submittal of company logos to be used in promotional materials.

★CONTRIBUTION requested to be submitted by Dec. 1st, with the signed Sponsorship Form in order to secure a sponsorship. *Upon receipt of a signed Sponsorship Form and CONFIRMED CONTRIBUTION, "C4C" will send the sponsor a Confirmation Notice for Sponsorship.*

No confirmation will be sent and no sponsorship will be acknowledged or promoted, until the sponsor has submitted the Sponsorship Form and specified contribution.

*Contributions are accepted in U.S. currency only. "C4C" accepts checks or money orders*

Should a sponsor elect to cancel their confirmed sponsorship, the sponsor is not entitled to a refund of donation contributed to the organization.

### **2010 SPONSORSHIP DEADLINE**

*In order for sponsors to be promoted in the Pre-Production Marketing & Promotional Materials:*

Sponsorship Form and contribution must be received no later than Dec. 10th, 2009, in order for sponsor to be promoted in the C4C Production Programs, Commercial, Ads, etc.

★All products and promotional materials to be placed on event sponsor's tables need to be mailed or delivered by Dec. 10th, 2009. *\*arrange pick up time is an option: Please contact: Ms. Lisa Richmond (919) 452 - 8612*  
**If a sponsor does not meet the above stated deadlines, C4C cannot guarantee complete promotions for sponsorship**

#### **NOTE:**

*The Sponsor agrees that these guidelines are considered binding and agrees to adhere to these guidelines in order to secure a sponsorship. For any further questions please contact: Mr. Otis Lyons (919) 519 - 8156*

**Sponsor Use Only:**  
**Campaign4Change:**  
501(C)3 - EIN #: 26 0096724