

## SPONSOR INFORMATION CHECKLIST: KEYNOTE SPONSOR

**All sponsor items are due November 4th.** Items submitted late may result in a loss of benefits.

1. CONFERENCE ATTENDEES
  - Following items for your 2 free service provider and 2 free practitioner pass(es)
    - Name
    - Title
    - Company
    - Email
    - Mailing Address
    - Phone
    - Are CE credits needed for the conference.
    - Dietary Restrictions
2. SOCAL AFP ATTENDEE LIST
  - Name and email of individual to receive SoCal AFP attendee list.
3. PROGRAM ADVERTISEMENT
  - 4.25 inches wide x 5.5 inches tall "quarter page" program advertisement
4. ELECTRONIC BANNER DISPLAY
  - Single JPEG image - 1920 pixels X 1080 pixels
5. LINKEDIN ANNOUNCEMENT
  - Verbiage for SoCal AFP LinkedIn social media post
  - Date and time (morning or afternoon) of desired LinkedIn post
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