



Request for Sponsorship

Date(s) of Event: _____ Event Location: _____

Event: _____ In-Person _____ Virtual _____ Pre-recorded

Name of Organization: _____

Organization's Street Address: _____

City _____ ST _____ Zip _____

Organization's Website: _____

Organization's Facebook Page: _____

Please list your organization's other social media sites: _____

Number of attendees projected to attend this event? _____ In-Person _____ Virtual

Number of attendees this event last year? _____ In-Person _____ Virtual

What is the cost to attend the event: _____ Member _____ Non-Member

Number of attendees expected to be in the speaker's program? _____

Can ACI have a table in the speaker's room? _____ Yes _____ No

Is there a Trade Show with this event? _____ Yes _____ No _____ In-Person _____ Virtual

What are the Trade Show dates and times? _____ In-Person _____ Virtual

Speaker Name(s): _____

Program date: _____ Start Time _____ Ending Time _____

In-Person _____ Virtual _____ Pre-recorded _____

Total Speaker fees: \$ _____

Are there any other programs and/or events going on at the same time as the Speaker program listed above _____ Yes _____ No

What pre-event marketing is in place? _____

Is the organization membership list, with all member contact information and e-mail addresses available to ACI pre-event? _____ Yes _____ No
Is the attendee list available after the event? _____ Yes _____ No

ACI Sponsorship Policies and Expectations:

- A. ACI requires the Organization receiving ACI sponsorship to submit the “Request for Sponsorship” form at least 8 to 10 weeks before the event via e-mail to marketing@acilab.com. The “Request for Sponsorship” form must be filled out completely and signed by an authorized agent of the Organization
- B. The Organization receiving ACI sponsorship will include the words “Sponsored by American Color Imaging” or “Sponsored by ACI” along with the ACI logo on all event promotional materials including print, electronic, video production, and radio broadcasts and other media. The ACI logo is available upon request from marketing@acilab.com.
- C. ACI is not involved with negotiations between the speaker and the Organization receiving ACI sponsorship as it pertains to the total speaking honorarium. This negotiation is strictly between your Organization and the speakers. ACI expects the Organization receiving ACI sponsorship to pay the speakers immediately following their presentation.
- D. **ACI’s sponsorship payment will go directly to the Organization** receiving ACI sponsorship, not the speakers.
- E. To receive sponsorship money, ACI requests the Organization and receiving sponsorship to submit an electronic invoice to j.brooks@acilab.com within 30 days after the event, along with an electronic list of all attendees and their contact information. No advance payments will and be made.
- F. Sponsorship will be provided in 2 levels, a minimum, and a maximum. The minimum would be the minimum amount of sponsorship ACI would pay in support of the speaker. The maximum will be the maximum amount of sponsorship ACI will pay in support of the speaker when supporting documentation is supplied by the Organization, with the invoice, listing the total number of class attendees along with their contact information and e-mails. This will follow the General Guidelines for Maximum Sponsorship below.
- G. ACI reserves the right to withhold or amend sponsorship payment for improper recognition of sponsored speakers and/or the event.

General Guidelines for Maximum Sponsorship

Please note: if other programs are going on at the same time as the program you are requesting sponsorship for, the estimated sponsorship shown in the chart above may be lowered by 50%.

ACI's sponsorship is based in part upon the number of attendees the Organization requesting the sponsorship expects to attend the speaker's program. The amounts shown above are strictly guidelines and not guaranteed until the Organization requesting sponsorship receives a signed copy of the Request for Sponsorship, from ACI, with the amount of sponsorship to be awarded.

Estimated attendance in the in person program	15-50	51-125	126 - 400	401 -600	600 +
Estimated attendance in the virtual program	51-125	126-400	401-600		
Sponsorship Amount	\$100	\$200	\$500	\$750	\$1,500

Amount of sponsorship you are requesting? \$ _____

Request for sponsorship submitted by: (name) _____

Signature*: _____ **Date:** _____

*By signing the above Request for Sponsorship form you are indicating that all the information provided is accurate to the best of your knowledge, you have read and you and the Organization you represent agree to the ACI Sponsorship Policies, Expectations and Guidelines listed above.

Your Name _____

Address: _____ City _____ ST ____ Zip _____

Phone: _____ Cell: _____

E-mail: _____

Marketing Contact Info (if different)

Name: _____

Address: _____ City _____ ST ____ Zip _____

Phone: _____ Cell: _____

E-mail: _____

Please e-mail this "Request for Sponsorship to: j.brooks@acilab.com

Marketing Department
Sponsorship Request
American Color Imaging
715 E 18th St
Cedar Falls, IA 50613
800-728-2722
www.acilab.com



For ACI use only.
Amount of Sponsorship approved: Minimum \$ _____ *Maximum \$ _____
Approved by _____ Date _____

*To receive the maximum amount, supporting documentation must be included with the invoice and follow the guidelines listed in the **General Guidelines for Maximum Sponsorship on page 3 above.**

Questions about this form or sponsorships? Contact John Brooks - ACI Speaker Liaison - 319-277-3655

This document contains confidential and privileged information for the sole use of ACI and the Organization receiving ACI sponsorship. Any review, use, distribution or disclosure by others is strictly prohibited.