



MidWest SAS Users Group 2012

September 16 - 18 - Minneapolis, Minnesota

Sponsor Checklist

Task	Action	Due Date (If Applicable)	Completion Date
Initiate Sponsorship	Contact: Debbi Scheufler Sponsorship Coordinator sponsorship@mwsug.org 913-488-0111	ASAP	
Choose Sponsorship Level (Pick Platinum, Gold, Silver, or Other)	Contact: Debbi Scheufler Sponsorship Coordinator sponsorship@mwsug.org 913-488-0111	ASAP	
Submit Payment (If an invoice is needed for payment processing, please request directly from Ken Schmidt)	Issue Check or CC Pmt to: MWSUG Ken Schmidt, MWSUG Treasurer Ann Arbor, Michigan P. O. Box 436, Ann Arbor, MI 48106 ks@mwsug.org Phone #: 734-484-7777	9/1/2012	
Invoke your Complimentary Conference Registrations (Platinum=4 & Gold=2). Please contact Craig Wildeman directly via email to acquire the registration code.	Submit via Email to: Conference Registrar David Bruckner or Craig Wildeman(registrar@mwsug.org)	9/1/2012	
Provide Camera Ready Artwork and contact the Publications Coordinator for specifications of ad size (This is a FIRM Due Date)	Submit via Email to: George Hurley Publications Coordinator Publications@mwsug.org	8/1/2012	
Submit Internet Package logo/ad to Webmaster: Any standard image format, max 300 pixels wide, 250 pixels high, white background preferred. Include URL to link, if desired. (Platinum & Gold Sponsors Only - the internet ad will run through June 30 of the year following the conference)	Submit via Email to: Josh Horstman MWSUG Webmaster webmaster@mwsug.org	8/15/2012	
Vendor Display Descriptions	Submit via Email to: George Hurley Publications Coordinator Publications@mwsug.org	9/1/2012	
Deliver Donated Items to Event Coordinator	Ship or Deliver to: Rex Pruitt, Operations Chair OperationsChair@mwsug.org 605-575-9810	9/1/2012	
Table Top / Booth Space Setup and Take-Down (Platinum & Gold Sponsors)	Coordinate Details With: Rex Pruitt, Operations Chair OperationsChair@mwsug.org 605-575-9810	9/10/2012	