



Midwest SAS Users Group 2015

October 18 - 20 in Omaha NE

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 Bronze)	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 ks@mwsug.org Phone #: 734-484-7777	10/5/2015	
Invoke your Complimentary Conference Registrations (Platinum=4 & Gold=2). Please contact David Bruckner directly via email to acquire the registration code.	Submit via Email to: Conference Registrar Craig Wildeman registrar@mwsug.org	10/5/2015	
Provide Camera Ready Artwork and contact the Publications Coordinator for specifications (This is a FIRM Due Date)	Submit via Email to: Mindy Kiss Publications Coordinator publications@mwsug.org 269-553-5141	8/15/2015	
Submit Internet Package ad and contact the webmaster for specifications of ad size (The internet add will run thru June 30 of the year following the conference)	Submit via Email to: Josh Horstman MWSUG Webmaster webmaster@mwsug.org	9/19/2015	
Vendor Display Descriptions	Submit via Email to: Mindy Kiss Publications Coordinator publications@mwsug.org 269-553-5141	9/5/2015	
Deliver Donated Items to Event Coordinator	Ship or Deliver to: David Bruckner Operations Chair 169 Foxglove Ln Sheboygan Falls, WI 53085 OperationsChair@mwsug.org	9/5/2015	
Table Top / Booth Space Setup (Platinum & Gold Sponsors)	Coordinate Details With: David Bruckner Operations Chair OperationsChair@mwsug.org	9/5/2015	
Table Top / Booth Space Take-Down (Platinum & Gold Sponsors)	Coordinate Details With: David Bruckner Operations Chair OperationsChair@mwsug.org	9/5/2015	