



# MidWest SAS® Users Group 2010

October 10-12  Milwaukee, Wisconsin

## Sponsor Checklist

Task	Action	Due Date (If Applicable)	Completion Date
Initiate Sponsorship	<b>Contact:</b> Rex Pruitt Sponsorship Coordinator sponsorship@mwsug.org 605-575-9810	ASAP	
Choose Sponsorship Level (Pick Platinum, Gold, Silver, or Other)	<b>Contact:</b> Rex Pruitt Sponsorship Coordinator sponsorship@mwsug.org 605-575-9810	ASAP	
Submit Payment (If an invoice is needed for payment processing, please request directly from Ken Schmidt)	<b>Issue Check or CC Pmt to:</b> MWSUG Ken Schmidt MWSUG Treasurer Ann Arbor, Michigan P. O. Box 436, Ann Arbor, MI 48106 ks@mwsug.org Phone #: 734-484-7777	09/01/10	
Invoke your Complimentary Conference Registrations (Platinum=4 & Gold=2). Please contact Craig Wildeman directly via email to acquire the registration code.	<b>Submit via Email to:</b> Conference Registrar David Bruckner (registrar@mwsug.org)	09/01/10	
Provide Camera Ready Artwork and contact the Publications Coordinator for specifications of ad size <b>(This is a FIRM Due Date)</b>	<b>Submit via Email to:</b> Alix Riley Communications & Facilities Chair CommunicationsChair@mwsug.org 414-288-8049	09/01/10	
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)	<b>Submit via Email to:</b> Josh Horstman MWSUG Webmaster webmaster@mwsug.org	09/30/10	
Vendor Display Descriptions	<b>Submit via Email to:</b> Alix Riley Communications & Facilities Chair CommunicationsChair@mwsug.org 414-288-8049	09/01/10	
Deliver Donated Items to Event Coordinator	<b>Ship or Deliver to:</b> Craig Wildeman Operations Chair 177 Concord Dr Sheboygan Falls, WI 53085 OperationsChair@mwsug.org 920-457-4441	10/01/10	
Table Top / Booth Space Setup (Platinum & Gold Sponsors)	<b>Coordinate Details With:</b> Alix Riley Communications & Facilities Chair CommunicationsChair@mwsug.org 414-288-8049	10/10/10	
Table Top / Booth Space Take-Down (Platinum & Gold Sponsors)	<b>Coordinate Details With:</b> Alix Riley Communications & Facilities Chair CommunicationsChair@mwsug.org 414-288-8049	10/12/10	