



PLEASANT HILL SENIOR CENTER PARTNERSHIP / SPONSORSHIP INFORMATION & GUIDELINES

Event Sponsorship

- Must choose an event at least 4-5 months in advance to insure your logo gets included on all promotion distributed. If you select an event less than 4-5 months ahead, logo is not guaranteed on promotional materials.
- Event sponsorship includes a 6' table at the event (depending on the event and space available the table could be placed inside the event room or at the entrance of the event).
- Sponsorship tables for events should be coordinated with Senior Services Manager Holly Frates (hfrates@pleasanthillrec.com). Holly will provide a timeframe for set up at event.
- Any staff from the sponsoring organization wanting to volunteer at the event should inform Holly Frates no less than 2 weeks prior to the event.
- Individual event sponsorship can be customized based on programming needs/ideas (to be discussed with Holly Frates)

Business Ad in the Senior Sounds newsletter

- Deadline for any ad submission or changes is the 1st Friday of the month for the following month's newsletter. PHSC staff is not responsible for deadline reminders.
- All ads should be submitted in a jpg format if they aren't sized to the appropriate dimensions. To prevent grainy and pixelated artwork please be sure files are high resolution.

Business Marketing Kiosk

- Brochure holder size is 8.5 x 11 but organizations can opt to have the Tri-Fold size (4x8.5) if they prefer. Choice should be made at time of agreement.
- Staff are not responsible for maintaining the marketing kiosk and materials. Organizations are responsible for refilling their own materials and/or changing them out with updated materials.

**For more information please contact:
Holly Frates, Manager
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