



PARTNERSHIP / SPONSORSHIP INFORMATION & GUIDELINES

Please read the following guidelines before signing the agreement.

Major Event / Program Sponsorship

- Champion Level is the only level that guarantees exclusivity to a Major Event Sponsorship. All other levels have the possibility of sharing sponsorship.
- To guarantee maximum benefit of your event sponsorship we recommend choosing an event that is at least 2-3 months from your agreement date. This will insure your logo gets included on all promotion distributed.
- 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 Program Supervisor Holly Frates (hfrates@pleasanthillrec.com). Holly will provide a timeframe for set up.
- 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.

Lobby Display Case Advertising

- Display case advertising month will be a mutually agreed upon month between sponsoring organization and the Pleasant Hill Senior Center.
- The display case is locked and therefore access to set up, break down or make changes needs to be coordinated with a staff member at least 48 hours in advance.

E-Sounds Website Link

- The URL provided on the agreement form will be the one linked in the E-Sounds.

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. (Championship = 3.5"x4" or Guardian/Supporter = 3.5"x2"). 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.

Senior Center Website

- Recognition on the website will be at <http://www.pleasanthillrec.com/526/Sponsorships>
- The URL provided on the agreement form will be the one linked on the website.