



Sponsorship Guidelines and Request Form

COCA's "Special Social" Events

"Member Appreciation" Evening Social

5pm – 8 pm, August 23, 2018

American Allied Safety Council

100 Lanter Court, Suite 8

Collinsville IL 62234

www.cocainc.org



REQUEST FORM

Date of Request _____

Program / Event: **"Members Appreciation" Evening Social–August 23, 2018, 5pm – 8pm**
Allied Safety Council, 100 Lanter Court, Suite 8, Collinsville IL 62234

Guidelines for Sponsorship:

- Sponsorships are offered at \$600.00 each
- Sponsors are encouraged to promote the event and their sponsorship on their company's website or through other promotional materials.
- The Executive Director along with The Board of Directors is responsible for approving sponsorship requests, subject to final review by the Chairman of the Board.
- The Executive Director along with The Board of Directors will evaluate the sponsorship program every two to three years.
- COCA reserves the right to refuse sponsorships, for any reason deemed necessary especially if it's politically or non-industry related.

Sponsorships (\$600.00) include the following:

- Sponsor(s) will be listed in the program announcement/mailings, provided COCA has a firm commitment at the time the event is announced, approximately 4 weeks prior to the event date.
- Sponsor(s) will be recognized on a "flyer" included in the attendee packets, as applicable. Sponsor may provide a company logo.
- Sponsor(s) are allowed to provide handout material(s) which will be made available for distribution to attendees.
- Sponsor(s) are allowed to have a banner displayed at the event.
- Recognition of Sponsor(s) announced by the Program Coordinator or Executive Director at the event.
- Sponsor(s) recognized (per event) on the COCA website (www.cocainc.org).



Each Sponsorship fee (\$600.00) includes, but not limited to:

- 1 page brochure included in attendee packets (provided by sponsor)
- Company Banner/literature available to attendees
- Sponsor recognition announcement at event, as applicable
- Sponsor recognized (per event) on the COCA website (www.cocainc.org)

COMPANY INFORMATION

Company Name: _____

Address: _____

Contact Person: _____

Job Title: _____

Phone Number: _____

Email: _____

Website address: _____

PAYMENT INFORMATION

TOTAL Sponsorships: 1 each x \$600.00

Check enclosed: Make check Payable to **COCA, Inc.**
Mail to: **2812 North Center Street, PO Box 596, Maryville IL 62062-0596**

Send Invoice (to above address) Bill to Credit card
 Mastercard Visa American Express Discover
Card Number: _____

Expiration Date: _____/_____/_____

Zip Code where STATEMENT is sent: _____

VCode: _____ (last 3 digits on back of card near signature line)

Billing address: Same as Company address above

Different Bill to Address: _____

Sarah Hellrung, Event Coordinator
Council of Owners and Construction Associates, Inc.
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