

## STC Atlanta Chapter Sponsorship/Contributor Request

STC is the world's largest, non-profit, professional organization devoted to the theory and practice of technical communication. Its mission is to provide timely and innovative programs and services for the education and professional development of its more than 10,000 members worldwide. The Atlanta Chapter currently has over 350 members.

Your company can contribute to the continuing success and growth of the STC Atlanta Chapter.

We encourage and accept the following types of contributions for our Chapter activities, Awards banquet, and annual Currents conference (April 17, 2010, at Kennesaw State University):

- Chapter sponsorship by cash donation
- Services beneficial to the Chapter and its activities
- Food and drink for our Currents Conference refreshment break(s)
- Specialty/promotional items from your company (book bags, clip holders, caps, shirts, beverage cups, etc., printed with your company's logo)
- Products, peripherals, software, books, etc.
- Gift certificates (for products, peripherals, software, books, services, lunches, etc.)
- Tabletop exhibits/displays of your products/services at our Currents Conference and/or Chapter meetings (One table is \$125.00 per event, two or more tables are \$100.00 each – the conference is limited to 12 tables.)

Depending on your level of support, and in appreciation for your contribution, you may receive recognition in printed conference materials, our Web site <http://stcatlanta.org/>, our newsletter *CommLink*, Chapter e-mail updates, and event programs. In addition, one attendee from your company may be offered free or reduced pricing for conference admission and/or a tabletop display for your company's literature or products. The various levels of recognition are detailed on the following page.

Please use the agreement form appropriate for your sponsorship/contribution support. Fill it out and send it to our Sponsorship Committee Manager at the address below. Keep a copy for your tax record.

Thank you for your tax-deductible support of the STC Atlanta Chapter.

Robert Armstrong  
President, STC Atlanta Chapter  
[robertrarmstrong@yahoo.com](mailto:robertrarmstrong@yahoo.com)

For sponsorship/contribution information, contact:  
Elizabeth Wong Mark, Manager  
STC Atlanta Chapter Sponsorship Committee  
404-728-2334 / 404-556-0245  
[lizwongmark@gmail.com](mailto:lizwongmark@gmail.com)

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## Sponsorship/Contributor Levels of Involvement/Recognition

### **Level 1 Sponsorship \$1,250 or more** (Cash donation)

#### **You enjoy the following benefits for a period of one year:**

- One attendee will be our guest at the annual Currents conference (1 day. A Currents registration form and information will be provided.)
- One complimentary exhibit table at the conference for display of literature, products, etc. The exhibit must be attended. The exhibits will be located in an area that receives steady conference traffic.
- Recognition of donation at the end-of-conference raffle
- Complimentary attendance at our monthly Chapter meetings
- Designation as a sponsor for one Chapter meeting or activity as well as one complimentary exhibit table
- Your company name, logo, and 1- or 2-sentence tag line informing readers of the type of services/products your company offers, will be:
  - Included in printed material provided to all Currents conference attendees
  - Posted on our Web site, <http://stcatlanta.org>
  - Included in each issue of our online newsletter, *CommLink*
  - Included in our Chapter President's monthly e-mail update
  - Included in our Awards Banquet program

### **Level 2 Sponsorship \$750 or more** (Cash donation)

#### **You enjoy the following benefits for a period of one year:**

- One attendee will be our guest at the Currents conference (1 day. A Currents registration form and information will be provided.)
- Recognition of donation at the end-of-conference raffle
- Complimentary attendance at our monthly Chapter meetings
- One complimentary exhibit table at a Chapter meeting
- Your company name, logo and tag line will be displayed as described above

### **Level 3 Sponsorship \$300 or more** (Cash donation)

#### **This level is a monthly meeting sponsor with the following benefits for a period of one year:**

- Recognition at the sponsored meeting, an opportunity to address attendees, and one complimentary exhibit table
- One attendee will attend the Currents conference at 50% off the regular price (1 day) (A Currents registration form and information will be provided.)
- Recognition of donation at the end-of-conference raffle
- Your company name, logo and tag line will be included in publicity as described above

### **Contributions of Materials, Goods, or Services:**

#### **You enjoy the following benefits:**

- If valued at a Level 1, 2, or 3; the benefits will be as described for that level above
- Recognition of your contribution at the Chapter event where the contribution is used
- Acknowledgement of support in printed materials for that event



# Sponsorship Agreement

STC Federal Tax Number: 310968779

## Company Information (print)

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Fax/E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## Sponsorship Agreement

\_\_\_\_\_ Please accept our \$\_\_\_\_\_ (\$1,250 or more) donation which entitles my company to all benefits at Level 1.  
 We will / will not use a complimentary exhibit table (Please specify.)

\_\_\_\_\_ Please accept our \$\_\_\_\_\_ (\$750 or more) donation which entitles my company to all benefits at Level 2.

\_\_\_\_\_ Please accept our \$\_\_\_\_\_ (\$300 or more) donation which entitles my company to all benefits at Level 3.

**NOTE:** Level 1, 2, and 3 Sponsors will receive a Currents registration form to be used by the free or 50% attendee.

Promotional Tag Lines:  
 Up to four lines and logo (provide logo in jpg, gif, or tiff format) to be used with company name above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make checks payable to: **STC Atlanta Chapter**. Complete this form and mail your check along with a copy of this form to:

Elizabeth Wong Mark  
 Manager, Sponsorship Committee  
 STC Atlanta Chapter  
 3394 Breton Circle  
 Atlanta, GA 30319-2446



# Contributor Agreement

STC Federal Tax Number: 310968779

**Company Information (print)**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Fax/E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Contributor Agreement**

Please accept our contribution of (contribution description) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Valued at \$\_\_\_\_\_. (If valued at a Level 1, do you plan to use a complimentary Currents Conference exhibit table? YES / NO) (Please specify)

**Promotional Tag Lines (Level 1, 2 or 3):**

Up to four lines and logo (provide logo in jpg, gif, or tiff format) to be used with company name above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please package and mail, ship, or make arrangements for delivery of contributions. Contact Elizabeth Wong Mark at 404-728-2334 / 404-556-0245 or [lizwongmark@gmail.com](mailto:lizwongmark@gmail.com).

Elizabeth Wong Mark  
 Manager, Sponsorship Committee  
 STC Atlanta Chapter  
 3394 Breton Circle  
 Atlanta, GA 30319-2446

## Exhibit Table Agreement

Exhibit tables are available to exhibit/display your products/services at our Currents Conference, Chapter meeting or Chapter event (workshop or awards banquet).

The rental rate for one table is \$125.00 per event; two or more tables are \$100.00 each.

The conference is limited to 12 exhibit tables. First priority will be given to Level 1 sponsors. You will be notified via e-mail if your request to exhibit is accepted.

### Company Information (print)

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone/Fax/E-mail: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

### Exhibit Table Agreement

Please accept our \$\_\_\_\_\_ check in payment for rental of \_\_\_\_\_ table(s) for display of our literature, products, services, etc. We understand the fee per table is \$125.00; two or more tables are \$100.00 each.

Please specify event where table is desired:

- Currents Conference \_\_\_\_\_
- Chapter meeting \_\_\_\_\_ (Chapter meetings are on 3rd Tuesday.)
- Chapter event \_\_\_\_\_ (specify)

Make checks payable to: **STC Atlanta Chapter**. Complete this form and mail your check along with a copy of this form to:

Elizabeth Wong Mark  
Manager, Sponsorship Committee  
STC Atlanta Chapter  
3394 Breton Circle  
Atlanta, GA 30319-2446