

# Sponsor Checklist

SPONSOR LEVEL	ITEMS DUE	DUE DATE
All Levels	<p><b>Company logo:</b> High resolution, full-color, larger than 300x300 pixels</p> <p><b>Event admin name and email:</b> This person will manage your exhibitor profile, they do not need to be attending the event to manage your profile</p> <p><b>Company description and web address:</b> 150-word max, this will display on <a href="http://www.wennsoftsynergy.com/sponsors">www.wennsoftsynergy.com/sponsors</a></p> <p><b>Sponsorship package reservation and payment in full</b></p>	Monday April 3, 2023
	<p><b>Register all attendees:</b> <a href="http://www.wennsoftsynergy.com/sponsors">www.wennsoftsynergy.com/sponsors</a></p> <p><b>Reserve your hotel rooms using the Plan Your Trip page:</b> <a href="http://www.wennsoftsynergy.com/planyourtrip">www.wennsoftsynergy.com/planyourtrip</a></p>	Monday May 15, 2023
	<b>Collateral approval</b>	Monday June 5, 2023
	<b>Expo display selection</b>	Monday June 26, 2023
	<b>Collateral delivery to:</b> WennSoft, 1970 S. Calhoun Rd., New Berlin, WI 53151	Monday August 7, 2023
	<b>Lead retrieval device rental</b>	Monday August 21, 2023
	<p><b>Additional PDFs for mobile app sponsor profiles:</b> Optional</p> <p><b>Order additional Sponsor Expo table items:</b> See Expo and Shipping document</p>	Monday September 4, 2023
	<b>Expo materials arrive at JW Marriott:</b> See Expo and Shipping document	Monday September 20-25, 2023
Gold & Diamond	<b>Conference workshop session(s) details:</b> 2-3 sentences about your session, speaker name, job title, headshot and bio content	Monday July 10, 2023
	<b>Special event promotional item approval</b>	Monday July 24, 2023
	<b>Final PDF of conference workshop session for Synergy mobile app</b>	Monday September 4, 2023
	<b>Special event promotional item delivery</b>	Monday September 24, 2023
Diamond	<b>Video for Synergy website:</b> 3-minute max, video dimensions: 1280x720, 1920x1080 or 2048x1080, file types: .mp4, .mov, h.264 (no file size limit)	Monday April 3, 2023
	<b>Email copy for dedicated email blast (150-word max)</b>	Monday June 26, 2023
	<b>Opening session video:</b> 3-minute max, video dimensions: 1280x720, 1920x1080 or 2048x1080, file types: .mp4, .mov, h.264 (no file size limit)	Monday July 10, 2023
	<b>Mobile app push notification text (140-character max)</b>	Monday September 4, 2023
	<b>Webinars:</b> We will schedule these with you post-event, prior to December 31, 2024	