

NARI CHAPTER MEETING SPONSOR LETTER

by San Francisco Bay Area NARI

Thank you for your interest in sponsoring a meeting for the San Francisco Bay Area Chapter of the National Association of the Remodeling Industry. Sponsoring and/or hosting a NARI meeting provides a wonderful opportunity for you to introduce NARI remodeling professionals to your showroom, products or services, as well as to special promotions or discounts you may offer to members.

Following is a summary of what you need to know about sponsorship. Please read over carefully.

BENEFITS TO SPONSOR

Publicity

- Sponsor's company name and logo will be hyperlinked to sponsor's website on our chapter website's Meeting page.
- Sponsor's company name and logo will be shown in the eblast that is sent to all database emails (members & prospective members) and posted on our website.
- Sponsor's company name will be mentioned in email reminders about the meeting, which is sent to all members and prospective members.
- Sponsor's company name will appear post-meeting summary eblast & social media with hosting acknowledgement.

Sponsor Commercial

- Sponsor will be given an opportunity to speak at the meeting for 5-8 minutes about their company's products and/or services. NOTE: If there are several co-sponsors, each will get less time than this.

WHAT IS REQUIRED OF THE SPONSOR

Setting a Date: SFBA NARI meetings are typically held the second Wednesday of each month unless otherwise noted.

Program Speakers: The sponsor may choose to provide the speakers for the evening, or NARI can provide the speakers. We would determine this after discussing the options with you. Sometimes sponsors like to bring in supplier representatives to speak or do a demonstration of products. We want the program topics to appeal to a broad spectrum of our membership, which includes general contractors, designers & architects, specialty contractors, suppliers and other remodeling professionals. Speakers set up by the Sponsor must be approved by the Programs Committee prior to event. The Programs Chair(s) can work with you to arrange speakers and plan the program. **Speakers may have audio/visual requests and although SFBA NARI has a projector, large screen, and small amp, we will first ask the venue host if they can supply the equipment (e.g. even a white wall can serve as a screen).**

Food & Location: The sponsor agrees to provide the **location, dinner and beverages, tables, chairs and eating utensils.** You will want to plan for approximately 30-40 people, but if registration falls below that count, we will notify you as soon as possible. The sponsor will work with our Programs Chair(s) and Executive Director to arrange all the details, getting final headcount for food, etc. within 3 working days of the event. The food can be served buffet-style or sit-down style. It does not need to be "gourmet", but it does need to be a full meal. As many members are coming straight from a long day's work, generous portions are requested. Remember, the quantity and quality of the meal will reflect on you as a sponsor. Generally you can expect to spend \$10-\$20 per person.

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Co-Sponsors: You can enlist a co-sponsor to help if you wish; however, you must notify the SFBA NARI office if you are getting a co-sponsor

Door-Prize(s): The host or co-hosts are welcome to offer a door prize or more. Please notify the SFBA NARI office so can promote in advance and bring they can bring raffle tickets to give to the attendees upon arrival.

Monthly Board Meetings (optional): A conference room or semi-private space for monthly board meetings right before the chapter meeting. Can accommodate up to 8 seats and guest wi-fi preferred.

A typical sponsored dinner should include:

- Assorted soft drinks & water. (Beer and/or wine at your option)
- Salad and/or vegetable or fresh vegetable platter with dip.
- Bread/rolls (if appropriate with main dish)
- Main Course—including a Vegetarian option to feed at least 10 people
- Dessert
- Decaf. coffee/tea is nice, but not required.
- 2 chairs near the entrance for registration, if possible. (we have the table)
- Chairs to accommodate everyone, and tables if space/budget allows.
- Eating Utensils (plates, napkins, utensils, cups)
- Recycling bins for bottles and cans & at least 3 large trash cans or bags.

Meeting Schedule: The typical dinner meeting schedule follows this format:

5:30 PM	Executive Director arrives to set up & prepare check-in table.
6:00	Members and guests begin arriving, networking.
6:30-7:10	Dinner & Networking
7:10-7:40	Welcome, Announcements, Sponsor “commercial”
7:40-8:20	Guest Speaker(s)
8:20-8:30	Final announcements, thanks, etc.
8:30 PM	The program ends at 8:30, but allow a half hour for people to network, clean up, etc.

If you have any questions or concerns, please feel free to contact us at office@sfbanari.org. We look forward to working with you!

NOTE: A copy also found on chapter website under the **Events** Navigation tab



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