



# Midwest SAS Users Group 2014

October 5 - 7 in Chicago, IL

Sponsor Checklist			
Task	Action	Due Date (If Applicable)	Completion Date
Initiate Sponsorship	<b>Contact:</b> Debbi Scheufler Sponsorship Coordinator sponsorship@mwsug.org 913-488-0111	ASAP	
Choose Sponsorship Level (Pick Platinum, Gold, Silver, or Other)	<b>Contact:</b> Debbi Scheufler Sponsorship Coordinator sponsorship@mwsug.org 913-488-0111	ASAP	
Submit Payment (If an invoice is needed for payment processing, please request directly from Ken Schmidt)	<b>Issue Check or CC Pmt to:</b> MWSUG Ken Schmidt MWSUG Treasurer ks@mwsug.org Phone #: 734-484-7777	9/5/2014	
Invoke your Complimentary Conference Registrations (Platinum=4 & Gold=2). Please contact David Bruckner directly via email to acquire the registration code.	<b>Submit via Email to:</b> Conference Registrar David Bruckner registrar@mwsug.org	9/5/2014	
Provide Camera Ready Artwork and contact the Publications Coordinator for specifications <b>(This is a FIRM Due Date)</b>	<b>Submit via Email to:</b> Mindy Kiss Publications Coordinator publications@mwsug.org 269-553-5141	<b>8/15/2014</b>	
Submit Internet Package ad and contact the webmaster for specifications of ad size (Platinum & Gold Sponsors Only - the internet add will run thru June 30 of the year following the conference)	<b>Submit via Email to:</b> Josh Horstman MWSUG Webmaster webmaster@mwsug.org	9/19/2014	
Vendor Display Descriptions	<b>Submit via Email to:</b> Mindy Kiss Publications Coordinator publications@mwsug.org 269-553-5141	9/5/2014	
Deliver Donated Items to Event Coornidator	<b>Ship or Deliver to:</b> Craig Wildeman Operations Chair 177 Concord Dr Sheboygan Falls, WI 53085 920-457-4441 x-72118 OperationsChair@mwsug.org	9/5/2014	
Table Top / Booth Space Setup (Platinum & Gold Sponsors)	<b>Coordinate Details With:</b> Craig Wildeman Operations Chair 920-457-4441 x-72118 OperationsChair@mwsug.org	9/5/2014	
Table Top / Booth Space Take-Down (Platinum & Gold Sponsors)	<b>Coordinate Details With:</b> Craig Wildeman Operations Chair 920-457-4441 x-72118 OperationsChair@mwsug.org	9/5/2014	