



Midwest SAS Users Group 2016

October 9 - 11 in Cincinnati OH

Sponsor Checklist

Task	Action	Due Date (If Applicable)	Completion Date
Initiate Sponsorship	Contact: Debbi Scheufler Sponsorship Coordinator sponsorship@mwsug.org 913-488-0111	ASAP	
Choose Sponsorship Level (Pick Platinum, Gold, Silver, or Bronze)	Contact: 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)	Issue Check or CC Pmt to: MWSUG Ken Schmidt MWSUG Treasurer ks@mwsug.org Phone #: 734-484-7777	9/26/2016	
Invoke your Complimentary Conference Registrations (Platinum=4 & Gold=2). Please contact David Bruckner directly via email to acquire the registration code.	Submit via Email to: Conference Registrar Craig Wildeman registrar@mwsug.org	9/26/2016	
Provide Camera Ready Artwork and contact the Publications Coordinator for specifications (This is a FIRM Due Date)	Submit via Email to: Mindy Kiss Publications Coordinator publications@mwsug.org 269-553-5141	8/6/2016	
Submit Internet Package ad and contact the webmaster for specifications of ad size	Submit via Email to: Josh Horstman MWSUG Webmaster webmaster@mwsug.org	9/10/2016	
Vendor Display Descriptions	Submit via Email to: Mindy Kiss Publications Coordinator publications@mwsug.org 269-553-5141	8/27/2016	
Deliver Donated Items to Event Coordinator	Ship or Deliver to: Richann Watson Academic Chair 4234 Wigeon Place Batavia, OH 45103 AcademicChair@mwsug.org	8/27/2016	
Table Top / Booth Space Setup (Platinum & Gold Sponsors)	Coordinate Details With: Adrian Katschke Operations Chair OperationsChair@mwsug.org	8/27/2016	
Table Top / Booth Space Take-Down (Platinum & Gold Sponsors)	Coordinate Details With: Adrian Katschke Operations Chair OperationsChair@mwsug.org	8/27/2016	