

# Estate Planning Council of Lee County

## Meeting Sponsorship Request Form

Thank you for your interest in being a sponsor at our event! The Council's 1<sup>st</sup> Vice President will address your request and, upon approval, coordinate the details and the timing. Sponsorships are secured on a first-come, first-served basis; with only one sponsor per meeting. The EPC retains the right to decline a request or specific meeting date for sponsorship.

The **Benefits** of Your Sponsorship:

- Your company will be identified as the sponsor in our email blast to the members announcing the meeting.
- Your company will be listed on the website as the sponsor of the meeting. Details are posted at the latest of the meeting announcement or when the request and payment have been received.
- You may place literature on the tables.
- You will have up to 3 minutes to address the group before the main presentation.
- You are free to network with the membership before the meeting.
- The Guest fee for one person will be waived if the sponsor is a non-member.

**Meetings** are typically the 3<sup>rd</sup> Thursday of the month Jan-May and Sept-Dec. Please confirm the meeting date with the 1<sup>st</sup> Vice President.

**Timeline:** Networking is 11:30a-12pm. The meeting starts promptly at 12pm and ends promptly at 1pm.

The **process:** The request is submitted online to the 1<sup>st</sup> Vice President (<http://www.epclc.org/council/leadership>), who will consult with the Board.

The **cost** for a Member sponsorship is \$350 and for a Non-Member \$450. Once the request is approved, you will receive an email directing you to our online payment site. Payment to the Treasurer must be completed in sufficient time for the announcement to occur before the meeting, preferably 45 days in advance.

Sponsor Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate your first \_\_\_\_\_ and second \_\_\_\_\_ choice month for your sponsorship.

Do you require an attendance count the Monday before the meeting? Yes \_\_\_\_ No \_\_\_\_

Once approved and paid: **Please email to [admin@epclc.org](mailto:admin@epclc.org) your logo and 2-3 sentences describing your company no later than 45 days before your scheduled sponsorship.**

If you are not an EPC Member, please list the name of who will be presenting \_\_\_\_\_ and his/her meal choice if a selection is offered for that meeting (check the website [www.epclc.org](http://www.epclc.org)). Any additional Guests will need to register and pay at [www.epclc.org](http://www.epclc.org). The Guest lunch fee is \$40.