



RWN Free Networking Event Sponsorship Guidelines

The **Rochester Women's Network Free Networking Event** has become a very popular event! As such, there is often a waiting list to sponsor this event. These events are held approximately once a month and include the 8 scheduled Explore&More/Mix&Mingle combination events and 4 standalone events.

Please contact **Natalie Grace**: gracefulbodyworks@gmail.com or (646) 246-8696 OR

Christina DeGross: cdegross@completepayroll.com or (585) 313-6938

if you are interested in sponsoring a FNE.

Please note, Free Networking Sponsorships are only open to RWN members.

Please help keep the FNE an enjoyable event by abiding by a few guidelines:

1. A completed 'Sponsorship Request Form' is needed once a date is agreed upon. This form can be found on the RWN website under the 'Forms' drop-down menu.
Should a conflict arise before 30 days notice, the sponsor may be rescheduled to another month, if an opportunity to reschedule exists. The rescheduled time may not be chosen by the sponsor.
2. Sponsors will need to create and submit a 'blurb' about their business. This is the sponsor's time to market their business through e-blast. The e-blast list is extensive and far-reaching. Be sure to provide contact information and links to your business. *Pictures and/or Logos must be in jpeg, gif, tif or png format.*
3. Payment for the event must be received with the completed application **within 30 business days of receipt of this form**. Invoices are emailed directly to the sponsor after completion of the 'Sponsorship Request Form.'
4. **Promotion of the event will be withheld until full payment is received. Failure to submit payment will result in the loss of the date. The committee will move another sponsor into the slot.** *Please note: Promotion of your event will not begin until the previous monthly networking event has occurred.*
5. Each FNE will be scheduled by a first-come, first-served basis.
6. The Co-chairs will attempt to schedule your event for the month you prefer, however, this is not always possible. Please include a second month which you are interested in.
7. **No refunds will be made without 30 days notice.**
8. If the event is held at Sponsor's location, Sponsor is required to provide refreshments at own cost.
9. The committee reserves the right to reschedule competing businesses. Adding variety by adjusting competition among like-vendors will better increase every sponsor's success.
10. Please communicate early and often!
11. At the event, please provide additional materials to promote your business!