



Sponsorship Guidelines

Sponsors must agree to the following sponsorship guidelines:

- Must be from industry related firms
- All sponsorship requests must be submitted in writing no later than 4 weeks prior to the event or seminar.
- Food delivery must be made in a timely manner on the day of the event. Breakfast and Lunch Sponsors must arrive no later than one hour prior to the serving time.
- The Affiliate Committee expects Sponsors to provide a 3-course menu with a vegetarian option and provide enough food and refreshments for the entire class. SCCAOR will contact you two days prior to the event or seminar to provide registration count.
- Sponsors are required to provide napkins, cups and plates, eating and serving utensils, drinks and ice.
- **Homemade food is strictly prohibited.** Sponsors must serve store bought or catered food in a safe, sanitary manner and protect the food from contamination.

The above guidelines are not inclusive or exhaustive and are subject to change at the discretion of SCCAOR at any time. Any deviation from those guidelines must be submitted in writing and approved in writing.

Sample Menus

Breakfast

Fruit Juice
 Yogurt
 Mixed Fruit Salad
 Donuts / Pastries

Lunch

Chips & Fruit
 Sandwiches
 (in a variety of meats as well as vegetarian)
 Cookies

Breakfast

Bagels & Cream Cheese
 Fruit
 Juice

Lunch

Pizza
 Salad
 Brownies

I read, understand and agree with the above terms and conditions. The information below is what I would like to be used in any marketing material.

Company Name: _____

 Print Name

 Signature

 Date

Updated 06/03/11

CALIFORNIA'S FIRST REAL ESTATE BOARD

SCCAOR exists to meet the business, professional and political needs of its members and to promote and protect home ownership and private property rights.