

SharePoint/Cloud Saturday DC

Sponsorship Information

Updated 10/15/2018



Reston, Virginia

November 10th, 2018

Event Description

SPSDC is a free community-focused SharePoint, Office 365 and Azure event dedicated to educating and engaging members of the local technical community. SPSDC draws upon the expertise of local SharePoint, Office 365 and Azure IT professionals, developers, and solutions architects who come together to share their real-world experiences, lessons learned, best practices, and general knowledge with other like-minded individuals. More information about SPS Events is located on the website <http://www.spsevents.org>.

Event Details

SPSDC Events are free to attendees and space is limited. This event typically runs from 8:45 AM till approximately 6:00PM in Reston, Virginia. The **Microsoft Offices** in Reston, Virginia will host this event and sponsors can learn more about the venue location here: [Link](#)

Registration opens at 815 AM sharp ending before the first session begins.

A **tentative** draft schedule is as follows:

Morning Schedule		Afternoon Schedule	
Time	Event	Time	Event
0815-0845	Registration	1300-1415	Breakout Session 3
0845-0910	Kick Off	1415-1430	Break
0915-1030	Breakout Session 1	1430-1545	Breakout Session 4
1030-1045	Break	1545-1600	Break
1045-1200	Breakout Session 2	1600-1715	Breakout Session 5
1200-1300	Lunch	1730-1800	Wrap Up
		1800-2000	SharePint

Breakfast, lunch, and drinks will be provided to attendees. Vegetarian options will be available, however, accommodations for allergies and special dietary needs cannot be made at this time.

There will be 2-3 session slots per breakout session block from which attendees may select the topics that most closely align with their job function or area of interest. Each track will run approximately 75 minutes with 15-minute breaks in-between. Sessions will range in skill level from introductory, 100-level content to highly-technical, 400-level "expert" sessions. Speakers will represent a broad cross section of the community and offer a variety of different perspectives and points of view. There will also be two half day sessions for more in-depth presentations.

Event Attendance

For this event, we will accommodate a maximum of **150 people** with public registration. Attendance fluctuates due to other activities and events going on in the DC Metro however our event tends to be one of the stronger SharePoint Saturday events. Prior SPSDC events are filled within 24-48 hours of registration opening and the typical waiting list is between 100-150 people.

Attendee Information

A list of attendees and their contact information will be provided to sponsors based on sponsorship level as listed below within a week after the conclusion of the event. Information that will be collected and distributed from opt-in attendees will be as follows:

- First Name
- Last Name
- Company Name
- Business Title
- Phone Number
- E-mail
- City and State

Sponsors may use this information for direct marketing purposes only; **this information may not be sold, traded, given away or otherwise provided to any third-party not directly affiliated with the sponsoring entity.**

Venue Access

Sponsors will have access to the facility 45 minutes prior to the start of registration and for 30 minutes after the end of the event. Should you require more time for setup and/or teardown, please make a note on the attached form and we will do our best to accommodate your needs. Should you need to send something ahead of time – backdrop, materials for table, etc. – please contact us for a shipping address.

Sponsorship Packages

Since SPSDC is a free community event, we rely on the support and generosity of sponsors to compensate for the expenses incurred during the event. Sponsors will receive an invoice as a receipt issued by SPSDC LLC.

There are five categories of sponsorships that are available: Gold, Silver, Bronze, and Named. A description of the benefits for each sponsorship follows:

	Gold	Silver	Bronze	Named
Price	\$2,500	\$1,750	~\$1,000	\$500
Availability	2	3	5	infinite
Table Priority	High	Elevated	Medium	N/A
Dedicated Session (75 min)	<input checked="" type="checkbox"/> (1)			
Attendee Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reserved Tickets for Customers	10	4		
Speaker Dinner Invites	2	1	1	0
Website Logo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sponsor Bingo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Gold Level - \$2,500 USD (2 available)

Organizations that are Gold sponsors will receive the following benefits:

- Sponsor will receive a table in the sponsor area. Sponsors may decorate the table with any company logos, artwork, signage, or other material as they see fit.
- Attendee information
- 10 reserved tickets for your customers
- 2 sponsor representatives are invited to the speakers' dinner
- Sponsor logo will be displayed on the SPSDC website
- Sponsor will receive one dedicated session during the time slot of their choosing

Silver Level - \$1,750 USD (3 available)

Organizations that are Silver sponsors will receive the following benefits:

- Sponsor will receive a table in the sponsor area. Sponsors may decorate the table with any company logos, artwork, signage, or other material as they see fit.
- Attendee information

- 4 reserved tickets for your customers
- 1 sponsor representative is invited to the speakers' dinner
- Sponsor logo will be displayed on the SPSDC website

Bronze - \$1,000 USD (5 available)

The organization that is a Bronze sponsor will receive the following benefits:

- Sponsor will receive a table in the sponsor area. Sponsors may decorate the table with any company logos, artwork, signage, or other material as they see fit.
- Attendee information
- 1 sponsor representative is invited to the speakers' dinner
- Sponsor logo will be displayed on the SPSDC website

Named Sponsor - \$500 USD (Unlimited)

Organizations that are named sponsors will receive the following benefits:

- Sponsor logo will be displayed on the SPSDC website

Should there be any questions, feel free to contact Team SPSDC at spsdc@spsdc.org

Sponsorship Commitment



Sponsorship for SPSDC is on a first come first served basis. Kindly fill in the form for your sponsorship commitment, scan and email it to spsdc@spsdc.org

Once we receive your sponsorship commitment, we will contact you for payment and your sponsorship payment must be received **within 30 days of invoice date**. If not, your sponsorship commitment will be voided. All sponsorships are due by November 9th, 2018.

Please provide a high-resolution logo of you company by November 1st, 2018 to be included in all locations logos are being displayed and for print materials.

My organization, _____ (company name), is committed to sponsor SPSDC Reston event on November 10th, 2018 with the following sponsorship package:

Please select the level that your organization wishes to sponsor:

	Gold	Silver	Bronze	Named
Selected Level				

	Main Point of Contact	Secondary Point of Contact
Phone Number		
Email Address		
Mailing Address		

Signature: _____

Date: _____

Printed Name: _____