



Reflecting the Diversity of Houston.

EVENT SPONSORSHIP POLICY

Last updated: March 13, 2023

We greatly appreciate the sponsors for our events. In order to ensure our both our expectations and our obligations are met, the following guidelines will be used:

- Sponsorships are offered on a first come first served basis. If you are unable to sponsor a meeting or event when it is your turn, it will be moved to the next event or a later event of your choosing.
- Sponsors of morning events or meetings should endeavor to provide coffee when possible.
- Anyone sponsoring the refreshments at an event or meeting should plan on bringing the food and/or drinks or have them delivered. Having the actual refreshments provided, rather than simply giving the money to the club to cover the costs, is a great help to our executive board when trying to set up an event.
- Anyone sponsoring an event will be allowed to speak for three minutes total (or one minute longer than given to other candidates/officials in attendance, whichever is greater). The sponsor for the meeting is the only one allowed to place literature on chairs during the meeting.
- Anyone sponsoring an event will be recognized on social media and club emails prior to the event, including linking to your website. If you have a campaign logo or a headshot you would prefer to be used, please provide these items to the club at least one week prior to the event.

Suggestions are:

- Breakfast tacos for 40 or other breakfast food for 40 (preferably not exclusively donuts)
- 1 container of coffee
- ½ gallon OJ
- Bottled water for 40 (leftover bottled water will be saved for SW Dems block walks)
- If possible, consider gluten-free or vegetarian options for attendees with restricted diets