



INDUSTRY PARTNER GUIDELINES FOR MEMBER EVENTS

Purpose: To mutually benefit Industry Partner and ASID membership by providing networking, education and fun events/opportunities.

Industry Partner Responsibilities

- Time: 5:00 p.m. to 7:30-8:00 p.m.
- Provide accommodations for approximately 30-40 members
- Establish a theme if appropriate
- Provide food and drink, include a non-alcoholic beverage
- Provide interesting discussion/presentation (or CEU which must be approved by ASID FSC Professional Development Director) or a fun event that would be a draw for members to attend
- Goodie bags are optional but it's a good way to promote product information
- Select a raffle items to benefit ASID charity. ASID will provide raffle tickets.
- Create invitation/flyer in HTML format and submit to Community Leader who will apply ASID FSC logo and will forward the flyer to the Communications Director to e-blast to appropriate membership in vicinity. Flyer should include date, time, location and rsvp to event host (not ASID office).
- Provide registration table/greeter, obtain business card from attendees
- Industry Partners may extend personal invitations to their own clients. All are welcome.

ASID/FSC Responsibilities

- Establish date and time of event 60-90 days prior to event (Board Member At Large)
- Coordinate all aspects of event with Industry Partner (Community Leader)
- Provide event summary and photographs to Communications Director for publication in next issue of E-News and Professional Design magazine (Community Leader). Confirm with Chapter Administrator to see if our professional photographer will attend the event. If not arrange to take digital photos.
- Provide support to Industry Partner as needed (Community Leader and Board Member At Large)

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