

September 1, 2010

c/o Joan Burns  
Chapter Administrator  
PO Box 86513  
San Diego, CA 92138

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**Administrator**

Joan Burns, CSEP

As the San Diego ISES Chapter VP of Education & Programs, I would like to thank you for your interest in our association and for reaching out to us to take part in hosting one of our upcoming monthly programs at your venue. For this, we would like to extend the following to you and the venue which you represent in return for your participation.

**PLACEMENT & PRESENCE ON THE ISES WEBSITE**

Presence on our website including:

- Logo presence on the primary side bar our website for at least the first three months starting with the month in which you are hosting our event. After the third month your information will continue to be listed on the appropriate calendar page.
- We will list your company name, logo, contact information and website address in all invitations.
- Your location will be promoted in links on Twitter and Facebook.

**REPRESENTATION**

- You, your venue and contact information will be featured on our monthly program and invitation. (Please provide us with a logo and write –up you would like us to use).
- You and the venue in which you represent will be included in our newsletter along with your logo, contact information, venue information in our upcoming programs section.
- You will be mentioned in our podium announcements during the event program.
- You will also be given time to speak and promote the company in which you represent at the monthly program. We encourage you to network with all the guests in attendance.

**TABLE TOP DISPLAY**

- We invite you to do a table-top display with your promotional materials for our guests to take at the event program.

**OPPORTUNITY TO SCHEDULE IN-HOUSE TOURS:**

- If you would like to host tours of your venue, we would be happy to schedule time into our program for you to have the opportunity to showcase your venue and all that you have to offer.

We look forward to a successful event with you and your company!

Kind regards,

Rachel Peniche  
Plan It San Diego

Vice President of Education & Programs, ISES San Diego