



Dear Information and Records Management Vendor:

The Northern Colorado Chapter of ARMA International is hosting its annual Spring Seminar on Friday, April 23, 2010. Our theme this year is *“Investment in Ourselves, Investment in the Company”*. This day-long event will feature three guest speakers: Diane Carlisle, Don Schewe and Jesse Wilkins. They will speak about Generally Accepted Recordkeeping Principles (GARP®), the ICRM (Institute of Certified Records Managers), and its certification program, the ARMA RIM Assessment Tool, and the AIIM certificates on electronic records management (ERM), and enterprise content management (ECM).

We expect to draw attendees from the Northern Colorado area as well as our neighboring states and expect attendance to be 60 to 90 people.

As a supplier of information and records management services and products we invite and encourage you to participate as a Vendor Sponsor for this event.

We have several opportunities to provide you greater exposure with greater reward.

Package A – Bronze Sponsorship \$250

This is the standard tabletop display. You are invited to make a short 3 minute presentation during the conference and provide handout information for participants. You will also get special recognition in the program brochure.

Package B – Silver Sponsorship \$500, sponsoring breakfast, a break, or lunch

This is the standard tabletop display. You are invited to make a short 3 minute presentation during the conference and provide handout information for participants. You will also get special recognition in the program brochure, an announcement before the break, and a sign recognizing your company’s contribution placed on the refreshment table

Package C – Gold Sponsorship \$501 or more - *Your Choice of sponsorship event

All benefits of Silver sponsorship plus your company’s brochures and handouts will be put in the gift bags that every participant gets.

We are also looking for vendors to donate door prizes and gift bag materials. Please let us know if you would be able to donate a prize and what it would be.

Please return the enclosed Sponsorship Form with your payment or visit our website at www.NorthernColoradoARMA.org to complete PayPal for your sponsorship. The deadline is March 12, 2010.

Don't miss this important marketing opportunity! Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

Sara Rusher
Vendor Coordinator
Northern Colorado Chapter of ARMA
P.O. Box 110
Fort Collins, CO 80522

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FAX: 303.774.4721
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**NORTHERN COLORADO ARMA CHAPTER
MIDWEST ROCKY MOUNTAIN REGION
SPRING SEMINAR
April 23, 2010**

Sponsorship Commitment Invoice

Please print or type the following information. If you have questions, please contact:
Sara Rusher, (303) 651-8648.

Sponsoring Company _____

Address _____

Telephone _____ Fax Number _____

Contact Person _____ Title _____

Email Address _____

Approval Signature _____

Sponsorship Amount _____

Package A – Bronze Sponsorship \$250

Package B – Silver Sponsorship \$500

Package C – Gold Sponsorship \$501 or more– *Your Choice of sponsorship event

All sponsorships include the opportunity to distribute literature and garner special recognition in the program brochure. Also, all sponsorships include one paid conference entry. If you will be bringing additional colleagues, please note who will be coming; there will be a \$50.00 fee for each additional attendee.

We are also looking for vendors to donate door prize and gift bag materials. Please let us know if you will be able to donate items and what they will be.

Please visit our website to pay by PAYPAL or send this completed form and a Check for the committed amount of sponsorship made payable to Northern Colorado Chapter ARMA no later than Monday, March 12, 2010 to:

Northern Colorado Chapter ARMA or visit: www.NorthernColoradoARMA.org
P.O. Box 110
Fort Collins, CO 80522