



## 2011 Top Corporations Luncheon Sponsor Checklist

**ATTENTION SPONSORS:** Now that you have registered for your 2011 Top Corporations Luncheon package, here are a few things we need from you by **May 9, 2011**.

- **Register Your Company**

Formally register your company on the Top Corporations registration website.

- **Send Us Your Company Logo**

If you did not upload your company logo during your registration process, please send to [info@gwbc.biz](mailto:info@gwbc.biz)

Subject Heading: GWBC Top Corporations Luncheon: Company Name  
JPEG or EPS formats are needed.

- **Send Us Your Company Commercial (Leader Sponsor Only)**

Digi Beta or any DVD format your marketing department may have.

[Click here to upload](#)

Complete the file registration and upload your files. In the comments section, please indicate "2011 Top Corporations Luncheon Sponsor".

- **Company Executive Supplier Diversity Messaging on GWBC® website (Leader and WAVE Circle Sponsors Only)**

Please submit your company Executive Supplier Diversity Message in a Word or PDF format to [info@gwbc.biz](mailto:info@gwbc.biz). Subject Heading: GWBC Top Corporations Luncheon. Company Name/Executive Supplier Diversity message.

**Photo Request:** Please submit photo of Executive presenting messaging in jpeg format.

- **Your Company Print Advertisement (If Applicable)**

**Specifications:**

- Full Page Ads:

Size: 8.5 x 11 plus a 1/8 inch bleed on all sides

Live Area: 8 x 10.5

Color: 4 color/CMYK

- Half Page ADs:

Live Area: 7 x 4 ¾

Color: 4 color/CMYK

**Artwork Format:**

- Macintosh format
- High Resolution (300 DPI)
- PDF – high resolution
- EPS – all type converted to paths
- Quark documents with supporting art files and fonts, along with a proof
- If a PC file, send all supporting art files and fonts, along with a proof

**Delivery/Upload:**

All advertising materials are due by **May 9, 2010** and should be e-mailed or uploaded to the FTP site based on size. Please include your company logo (EPS formats are preferred).

- **File less than 10MB**

Email to Illean Ballester at [iballester@ok2print.com](mailto:iballester@ok2print.com).

Please reference in subject heading: "2011 Top Corporations Luncheon Ads: Your Company Name".

- **File larger than 10MB**

[Click here to upload](#)

Complete the file registration and upload your files. In the comments section, please indicate "2011 Top Corporations Luncheon Sponsor".

Thank you to our current 2011 Top Corporations Luncheon Sponsors!!!

Please reference your sponsor package for items needed

**Items Needed:**

<b>Leader Sponsor</b>	<ul style="list-style-type: none"><li>• Full-page, 4-color ad in program book</li><li>• 1 Press release comment from Leader Sponsor</li><li>• Supplier Diversity Messaging from Company Executive</li><li>• Company Logo</li><li>• 30 second commercial video</li></ul>
<b>WAVE CIRCLE Sponsor</b>	<ul style="list-style-type: none"><li>• Half-page, 4-color ad in program book</li><li>• 1 Press release comment from WAVE Circle Sponsor</li><li>• Message from CEO</li><li>• Company Logo</li></ul>
<b>Table Sponsor</b>	<ul style="list-style-type: none"><li>• Company Logo</li></ul>