

Hosting / Sponsoring a Women's Network Program or Event Policies and Procedures

There are three ways to support a Women's Network Program or Event:

1. Sole Sponsor
 - Cover costs of the event (e.g. venue, reception, prizes, etc)
2. Venue Sponsor (Host)
 - Offer your meeting space or access to a third-party venue
3. Co-Sponsor
 - Team up with one or more firms to cover all expenses

Whether you are hosting a program or sponsoring, CREFC provides support to plan and coordinate details from start to finish, including coordinating and hosting, program development and panel calls, coordinating with venue on logistics and catering (if needed), coordinating with A/V technicians, marketing and announcements, online and on-site registration, attendee badges and other standard materials and supplies to support the event. Please refer to the Event Registration Guidelines for more information.

Basic Guidelines for Hosting / Sponsoring a Women's Network Event:

1. CREFC Programming Committee in conjunction with CREFC Management must approve the program or event.
2. CREFC Programming Committee in conjunction with CREFC Management must approve any featured speakers, moderators and/or panelists.
3. The event must be properly categorized as one of the following:
 - Industry Content / Substantive
 - Networking
 - Community Outreach
 - Professional Development
 - Social Outing
 - Charity
4. Date must be coordinated with CREFC's internal calendar of events.
5. Sponsoring Firms will allowed one to two speakers, depending on the size of the event, from their own firms, exceptions are made on a case-by-case basis.
6. Venue must support the typical attendance capacity for its specific market.
7. Sponsor's requests need 6 – 8 weeks of lead time for planning.
8. No one can specifically be excluded from attending a CREFC branded and supported event.
9. A Sponsor is limited to two per year in any one city; exceptions will be reviewed on a case-by-case.