

LADIES  
ACHIEVING  
CONTINUOUS  
EXCELLENCE

GEORGIA WOMEN'S BUSINESS COUNCIL

Atlanta Athletic Club

presents

2008 LACE AWARDS LUNCHEON

November 5, 2008

## 2008 LACE Awards Sponsorship Checklist Information

**ATTENTION SPONSORS:** Now that you have registered for your 2008 LACE Awards sponsorship package, here are a few things we need from you by **October 15, 2008**.

### • Register Your Company

Formally [register](#) your company on the LACE Awards sponsor registration website.

### • Send Us Your Company Logo

If you did not upload your company logo during your registration process, please send to: Liz Porto of Mocer Management via email at [lporto@mocerimgmt.com](mailto:lporto@mocerimgmt.com).

Subject Heading: GWBC LACE Awards: Company Name  
JPEG and EPS formats are needed.

### • Send Us Your Company Logo • Send Us Your Company Logo

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 "2008 LACE Awards Sponsor".

### • Company Greeting Letter

Submit your company's greeting letter written by your company's president, vice president of supplier diversity or supply chain in a Word or PDF format to Krislynn Thompson via email at [kthompson@gwbc.biz](mailto:kthompson@gwbc.biz). Also include their most updated photo in a JPEG format.

### • Company Promotional Items

Be innovative and market your company by submitting a promotional item (i.e. gift cards).

We are expecting 400 attendees for this event. Please mail to:

GWBC

1201 Peachtree Street NE

400 Colony Square, Suite 200

Atlanta, GA 30361

### • 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 3/4

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 **October 15, 2008** and should be emailed or uploaded to the FTP site based on size. Please include your company logo (EPS formats are preferred).

#### • File less than 10MB

Email to Cynthia Jones at [cjones@ok2print.com](mailto:cjones@ok2print.com).

Please reference in subject heading: "2008 LACE Awards 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 "2008 LACE Awards Sponsor".

**Thank you to our current 2008 LACE Awards Sponsors!!!  
Please reference your sponsor package for items needed.**

#### Gold Sponsors



#### Items Needed:

- Company letter in greeting in program book
- Full-page, 4-color ad in program book
- Company promotional item for gift bag
- 60 Second commercial video

#### Silver Sponsors



- Full-page, 4-color ad in program book
- Company promotional item for gift bag
- 30 Second commercial video

#### Bronze Sponsors



- Half-page, 4-color ad in program book
- Company promotional item for gift bag
- 30 Second commercial video

#### Copper Sponsors



- Half-page, 4-color ad in program book
- Company promotional item for gift bag

#### Awards Sponsors

- Half-page, 4-color ad in program book
- Company promotional item for gift bag
- 30 Second commercial video

#### Program Book Sponsors

- Full-page, 4-color ad in program book
- Company promotional item for gift bag

#### WAVE Circle Sponsors



- Half-page, 4-color ad in program book
- Company promotional item for gift bag
- 30 Second commercial video