



## Louisiana Association of School Business Officials (LASBO)

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620 Florida St., Suite 210  
Baton Rouge, LA 70801  
225.343.2776 (Phone)



TO: LASBO Program Sponsors  
FROM: Julie Fuselier, CAE, Conference Coordinator  
DATE: August 2, 2018  
RE: LASBO Fall Workshop

We hope you are doing well and that you had a great summer! LASBO appreciates your past support and we could not put on the beneficial programs that we do for our members without the financial assistance of our sponsors.

LASBO has scheduled its Fall Workshop on November 13-14, 2018 at the Crowne Plaza in Baton Rouge, LA.

We are in the process of confirming sponsors to assist us with our break refreshments and luncheon for that meeting. I am attaching a sponsorship form for your completion. We'd like to include your firm in our marketing material as a program sponsor.

As you will see on the form, we have different levels of sponsorship. Each level provides the opportunity for a table top exhibit/display. We recognize our sponsors in our marketing material, in the program, on signage, and at the luncheon. There will also be a sponsor listing in the participants' packets with your contact information. Our attendance at this conference averages 350 school business officials.

If you can participate in the Fall Workshop, please email your form to [info@lasbo.org](mailto:info@lasbo.org) by Monday, October 15, 2018. The sooner you send in your form and payment, the sooner we will add your name to the marketing material!

Again, we appreciate your support and we hope to hear from you soon.

Thank you so much!





## Fall Workshop Sponsorship Form

**Tuesday – Wednesday, November 13-14, 2018  
Crowne Plaza, Baton Rouge, LA**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P.O. Box City State Zipcode

Contact Person: \_\_\_\_\_ / \_\_\_\_\_  
Name Title

Contact Information: (\_\_\_\_\_) \_\_\_\_\_ / (\_\_\_\_\_) \_\_\_\_\_  
Telephone Fax

Email Address: \_\_\_\_\_

**Please list the names of the personnel that will be in attendance:**

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_ I would like to participate as a sponsor at the following level:

\_\_\_ \$300 (includes one representative)

\_\_\_ YES – I would like an exhibit table

\_\_\_ \$400 (includes two representatives)

\_\_\_ NO – I would **NOT** like an exhibit table

\_\_\_ \$500 (includes three representatives)

\_\_\_ No, we will **NOT** participate as a sponsor

**Included in your sponsorship:**

- Tabletop exhibit/display for the day (all refreshments will be served in the exhibit areas)
- Your firm's listing in the meeting brochure distributed to all attendees
- Signage recognizing all sponsors
- Introduction and recognition at the luncheon
- Each meeting participant will receive a sponsor list with your contact information included
- Each sponsor will receive a list of meeting attendees and contact information for each

Please email this form to [info@lasbo.org](mailto:info@lasbo.org) by **Monday, October 15<sup>th</sup>**.

Payment must be paid prior to the conference. Payments can be made by check and mailed to:

**Louisiana Association of School Business Officials  
Attn: DaVona Howard  
2006 Tower Drive, Monroe, LA 71211**

**Questions:** Please contact LASBO Management Team Member, Kaitie Rivera, at 225-343-2776