

BREAKFAST SPONSORSHIP TIPS AND GUIDELINES

Congratulations! This is a great opportunity for you to be in front of 100+ real estate professionals and Affiliates. You owe it to yourself and to your audience to maximize this opportunity by following the tips below.

Sponsorship is \$200 and covers the donuts & coffee, plus delivery fees. All you have to do is pay, show up, and shine!

PLEASE ARRIVE AT 7:45AM – YOU WILL NOT BE ALLOWED IN BEFORE THIS TIME, AND IF YOU ARRIVE LATER YOU MAY NOT HAVE ENOUGH TIME TO SET OUT YOUR MATERIALS

- 1) Make sure to pay for your sponsorship before the day of the Breakfast! You can pay at the office, over the phone, or by logging into your SMDRA account.
 - 2) Take some time in advance to prepare - spend some time talking to your employees and/or customers about what makes you and your company unique. Write down a summary of what you hear from them and use it to work with and develop your 5 minute presentation.
 - 4) This is your time to shine – be unique! Tell a story, play a video, prepare a skit – get creative!
 - 5) Write out your presentation and say it out loud at least 10 times.
 - 6) Practice it. Be sure it is less than five minutes long.
 - 7) Practice your presentation in front of a mirror.
 - 8) Practice your presentation in front of someone you trust to get suggestions for improvement.
 - 9) Practice your presentation again in front of the mirror.
 - 10) If you plan to use any audio/visual equipment (laptop computer, iPad, tape recorder, etc.) contact the SMDRA office at (303) 797-3700 at least five days in advance so they can ensure that your equipment is compatible and works the way you think it will in front of your audience.
- REMEMBER:** SMDRA has a laptop and a Metro Market Pulse meeting PowerPoint already set up – if you email your presentation ahead of time, your slides can be integrated into the main presentation, and your sponsorship presentation will go much smoother. If your presentation requires sound, please remind the AV techs/SMDRA staff beforehand.
- 11) You are more than welcome to practice in the SMDRA Activity Center ahead of time, and run through your presentation to make sure every runs as it should. Call ahead to make sure the room is available.
 - 12) On the day of your presentation, come in early (the doors open at 7:45 AM) to put your materials out on the tables (at each chair) and in the kitchen and in the collators. Plan on at least 150 pieces of whatever you are handing out (summary of benefits letter, pens, key chains, etc.) Note: You can also put a banner up for display.
 - 13) Have fun! If you follow the guidelines above, you'll be great!

