

## Sponsorship Guidelines

Sponsors must agree to the following sponsorship guidelines:

- All sponsorship requests must be submitted in writing no later than 4 weeks prior to the event or seminar.
- Food delivery must be made in a timely manner on the day of the event. Breakfast and Lunch Sponsors must arrive no later than one hour prior to the serving time.
- SCCAOR expects Sponsors to provide a 3-course menu with a vegetarian option and provide enough food and refreshments for the entire class. SCCAOR will contact you two days prior to the event or seminar to provide registration count.
- Sponsors are required to provide napkins, cups and plates, eating and serving utensils, drinks and ice.
- **Homemade food is strictly prohibited.** Sponsors must serve store bought or catered food in a safe, sanitary manner and protect the food from contamination.

The above guidelines are not inclusive or exhaustive and are subject to change at the discretion of SCCAOR at any time. Any deviation from those guidelines must be submitted in writing and approved in writing.

### Sample Menus

#### Breakfast

Fruit Juice  
 Yogurt  
 Mixed Fruit Salad  
 Donuts / Pastries

#### Lunch

Chips & Fruit  
 Sandwiches  
 (in a variety of meats as well as vegetarian)  
 Cookies

#### Breakfast

Bagels & Cream Cheese  
 Fruit  
 Juice

#### Lunch

Pizza  
 Salad  
 Brownies

I read, understand and agree with the above terms and conditions.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Updated 06/03/11

## CALIFORNIA'S FIRST REAL ESTATE BOARD

*SCCAOR exists to meet the business, professional and political needs of its members and to promote and protect home ownership and private property rights.*