



Building professionalism in project management.®

**Project Management Institute
Michigan Capital Area Chapter**

Policy Statement

Subject: Chapter Monthly Dinner Sponsorship

Approved January 2000

1. The prospective Sponsor Representative shall contact the current Vice President of Programs to reserve a month to become the Dinner Sponsor.
2. The prospective Sponsor shall submit, in advance, a \$250 check payable to the Michigan Capital Area PMI Chapter. These funds shall be considered the sponsorship fee.
3. A table will be provided in the registration area or in the main presentation room to display the Sponsor's products and/or promotional materials.
4. The Sponsor will have up to fifteen minutes presentation time during the meeting, beginning when dinner is served. This is typically at 6:30pm.
5. Sponsor representatives shall be responsible for their own dinner registration fees.
6. The Vice President of Programs shall notify the Vice President of Logistics for Sponsor table coordination, and also shall notify the Vice President of Publicity to have the Sponsor recognized in the chapter newsletter.

Payment shall be sent to:
Michigan Capital Area Chapter
Project Management Institute
PO Box 19075
Lansing Michigan 48901-9075