



Submission Instructions - Sponsor Message Campaign

for the 38th AAFCP Annual Meeting

“FREEDOM Realized- The Creighton Model FertilityCare System and NaProTECHNOLOGY”

Normandy Farm Hotel & Conference Center, Blue Bell, PA

July 17-20, 2019

Market

Contact your past supporters: hospitals, churches, physicians, businesses, public officials, clergy, pharmacies, families, and friends. Establish contacts by sending a copy of the Sponsor Message Campaign Letter found in this packet. Include a copy of the Sponsor Message Form in your mailing. This form explains various requirements and ensures that you receive credit for your sponsor's submission. Familiarize yourself with the requirements and steps of the campaign so that you can help your sponsor submit a complete and timely message.

Follow Up

You, the AAFCP member, are responsible for assisting your sponsor with understanding the campaign and its requirements. Follow up with a phone call. Emphasize that their message will demonstrate publicly their support and encouragement of the goals of the AAFCP. Assure your personal support to assist your sponsor through the process of submitting the forms, message and payment. Provide your contact information so that your sponsors can contact you with any questions.

Tax Exempt

Stress the tax exempt status of the AAFCP as a non-profit 501(c) 3 organization.

Deadline

May 1, 2019 is the **ABSOLUTE** deadline. There can be **no exceptions**.

Please ensure that your sponsors' messages and payments are submitted early to avoid missing the deadline. Incomplete or late submissions will be returned.

Greeting

Let your sponsors know that messages must include “Best Wishes,” “Congratulations,” “Have a wonderful AAFCP meeting,” “Proud to support...,” or similar greeting somewhere in the message. Messages without a greeting cannot be used, as they conflict with our tax exempt status.

File Format

Sponsor Messages must be sent by email. Art must be re-submitted each year. All art should be submitted in final form, per our designer's requirements:

- All artwork should be grayscale. Digital files are preferred to be submitted as .PDF and should be “to size” without keylines.
- Other files acceptable include native Adobe Illustrator®, PhotoShop®, or InDesign® with fonts outlined and images embedded and included in the submitted file folder.
- Other acceptable files include image files such as .TIFF, .EPS, and .JPG set at the “highest” or “maximum” resolution or 300 dpi. Scanned images should be set at 300 dpi in either CMYK or RGB.
- MicroSoft Word® files should be saved as .PDF before submitting.
- MicroSoft Publisher® files WILL NOT be accepted.
- All art should be submitted in final form. No alterations will be made by the AAFCP graphic designer.

Ensure that your sponsors' messages meet all requirements prior to submission to avoid delays or submission rejection. You, the Academy Member, are responsible for ensuring correct formatting and inclusion of a greeting. The Sponsor Message Coordinator can assist you if you have questions.

QUESTIONS? Please contact the AAFCP member assisting you with this message submission. Thanks!



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Payment Options

1) Internet payment and message submission form:

Go to www.aafcp.net/annualmeeting2019/ for submission form and payment via the internet.

2) Payment by mail:

Submit payment (in US dollars only) and a copy of the Sponsor Message Form to the address below.

E-mail the Sponsor Message (per the requirements above) and the Sponsor Message Form to: sponsormessages@gmail.com.

Complete a Sponsor Message Form for each message sold. Make a copy for your personal records.

Check payments and completed Sponsor Message Form **MUST** be mailed by **May 1, 2019** to:

Jeanne Karnath, Sponsor Message Coordinator

5521 Seneca St.

West Seneca, NY 14224

Please note that incorrect/incomplete submissions will be **returned** to the AAFCP member seeking sponsorship.

Discount/Rebate

Academy Members: AAFCP members who sell sponsor messages have two choices for rebate.

They may choose to receive:

50% of the value of their sponsor message sales applied against the cost of their Annual Meeting registration. (This will be refunded to them during the Annual Meeting.)

OR

20% cash rebate of their total sponsor message sales. (In order to be eligible for the cash rebate, a minimum of \$150 of sponsor messages must be sold. This is equivalent to a full page advertisement.)

Rebates will be available for pick up during the Annual Meeting or will be mailed to the member after the Meeting.

Help? If you, the Academy member, need more information about the campaign or help giving guidance to your sponsor, please contact: Jeanne Karnath, Phone: (716) 566-8861 | sponsormessages@gmail.com