



“Sample” Co-Sponsorship Proposal

Dear Co-Sponsor,

The following is a Co-Sponsor agreement from Northeast Seminars to bring the following clinician and course to your facility:

Clinician:

Course Name:

Course Dates:

Physical Course Location:

Times:

Facility’s Responsibilities:

- 1) Meeting Space
- 2) Audio/Visual Equipment (as requested by clinician)
- 3) Breaks (set-up and expense covered by facility):
 - Coffee and Muffins or Bagels in the AM
 - Refresh Coffee Mid-AM
 - Soda Break (Water or Bottled Juice) in afternoon
- 4) Provide transportation for all NES staff members between airport/ hotel/ and facility for the duration of the course. (A flight itinerary will be provided prior to the seminar)
- 5) Facility Contact (Facilitator)- i.e.: person who will be available throughout the course to help the instructor, receive shipment of course materials, etc., and assist during registration of all participants. (Name and contact information needs to be provided along with list of staff attending seminar, if different from original contact.)
- 6) Provide Northeast Seminars with a listing of staff attending this seminar. Please provide complete name, credentials and home address for each staff member.
- 7) Provide NES with the following information along with signed contract.
 - a) List of alternate lunch locations
 - b) List of hotel accommodations for participants and staff at a local full-service hotel
 - ✓
 - ✓
 - ✓
 - c) Exact shipping address for course materials to arrive at facility prior to course
 - d) Maps and directions to course location to be sent to participants to avoid extensive phone calls to the facility prior to course.



8) Airport Nearby -



9) Provide NES with CEU application and fee, if required, for NES to fill out and send in for approval.

Northeast Seminars' Responsibilities:

- 1) Printing and postage of brochures to all potential participants
- 2) Clinician's expenses (flight, food, accommodations)
- 3) Clinician's honorarium
- 4) Northeast Seminars will handle all registrations, confirmations, course manuals, etc.
- 5) Northeast Seminars will grant facility every 10th paying registration for free (minimum guarantee of 2 free scholarships)

Northeast Seminars has the option to cancel due to lack of participation, after consulting with co-sponsoring facility.

If you are in agreement, please sign below and fax to our office as soon as possible.

Yours for a better and more enjoyable education,

Ron Rossetti, CEO/Northeast Seminars

Date

(Facility Contact)
(Facility Name)
(Facility Address)
(Facility Phone)
(Facility Fax)

Date