

2019 Women's Conference

The Women's Council of Greater Baton Rouge proudly announces our 2019 Celebration of Women! This ever-popular event generates widespread enthusiasm as it serves to connect, promote and empower women from all walks of life in the Greater Baton Rouge and surrounding communities. This year's 25th celebration will be held, in lieu of This celebration. Please join us a Patron and help us continue this exciting program.

Women's Council has acknowledged this year's theme, "Celebrating 25 Years of Service: Evolution of HER" to celebrate the contributions of the many women who make our city the strong, vibrant community it is. This celebration provides a forum for important issues including healthcare, education, family, community, economics, business, sports, arts and humanities as well as offering fun and interesting activities. The low-cost classes, demonstrations and workshops provide a unique opportunity to sample a wide variety of offerings and attend informative presentations that might not otherwise be available. We believe these activities increase self-awareness that fosters personal growth by introducing participants to opportunities and resources available in the community. These events bring women together with others of like interests, help strengthen the bond among women in the Greater Baton Rouge area, and encourage participation in shaping our community.

This highly-publicized, signature event of the Women's Council of Greater Baton Rouge provides a meaningful investment for Patrons, too, and without the partnership of our Patrons, this celebration would not be possible. Patrons' names and/or logos appear in 2,500 printed Activity Guides and are featured in our e-newsletter, at our Gala, on our website and at the various events during this celebration.

Our Patrons are acknowledged at all activities, and Patron logos are displayed on all Women's Council websites as live links to their websites. Feedback from attendees tells us that they feel energized, enthusiastic, enlightened and appreciative about this celebration. In addition, in thanks for their contribution, Patrons are invited to sponsor activities during this celebration. It is a win-win situation when Women's Council promotes your business or organization as you support this worthy endeavor.

We invite you to join us and take advantage of this exceptional advertising and promotional opportunity. See the enclosed Patron Benefits, Patron Agreement and copy of a previous year Activity Guide as an example of opportunities available to you.

Look over the following pages for the levels of participation that are available for your business and visit us at womensweekbr.org for more information about this huge and exciting celebration. We do appreciate your time and attention to our efforts. If you have questions or would like to discuss a possible Patron opportunity, please call 225.302.8018 Ext. 2 or email your questions to info@wcgbr.com.

We look forward to discussing this exciting opportunity with you!

Please note: Your "Patron Contract" (included in this packet) must be mailed to us or submitted online with your payment by August 25th to guarantee inclusion in the Activity Guides.

Gratefully yours,

Sherie Thomas, 2019 President

Below is the benefit you get as a donor of these levels:	Commemorative Community Builder	Platinum Partnership	Esteemed Elite	Supportive Socialite	Knowledgeable Networker	Gal Pal
	\$1500	\$1000	\$750	\$500	\$300	\$100
Logo recognition on website, Eventbrite page & FB	x					
Company Name and/or logo on name badge lanyards	x					
2 complimentary event tickets	x					
Verbal recognition on stage at event	x	x				
Logo on event signage & screen at event	x	x				
Full page advertisement in the event program	x	x	x			
Recognition at monthly meetings throughout the year	x	x	x			
Recognition in Social marketing	x	x	x	x		
Logo recognition on website	x	x	x	x		
Visibility in event email marketing, conference, and advertising	x	x	x	x	x	
Complimentary Annual Membership	x	x	x	x	x	
Banner advertisement at event	x	x	x	x	x	
Advertisement/giveaways in event welcome bags	x	x	x	x	x	x

I am / we are pleased to support the 2019 Celebration of Women at the following level:
___ \$1500 – Commemorative Community Builder
___ \$ 1000 – Platinum Partnership ___ Luncheon Patron
___ \$ 750 – Esteemed Elite ___ Mug Patron
___ \$ 500 – Supportive Socialite
___ \$ 300 – Knowledgeable Networker
___ \$ 100 - Gal Pal
___ \$ 75 – Sole Presenter
___ \$ In-Kind – Value \$ _____
___ Payment Enclosed ___ Please Invoice

___ Attach description of In-Kind donation. Include donation type, size/quantity, dates of service, specs and format for art files, your deadlines and other considerations agreed to by WCGBR

Name of Business/Organization

Website URL

Authorized Representative

Title

Mailing Address

City, State & Zip

Phone Number

Email Address

Authorized Signature

Date

___ Contact me about sponsoring activities during the 2019 Celebration of Women. (Friend level and above)

___ Contact me about my participation in the Activity Fair at the 2019 Celebration of Women. (Esteemed level and above)

___ Please Process my complimentary membership. (For new, non-member— Knowledgeable Networker level and above)

Please provide name and email address for membership contact, if different from above.

Name

Email

Please submit this Patron Agreement by August 25, 2019 to be included in all promotional materials.

Mail the signed Agreement to Women's Council, ATTN: Patrons, P.O. Box 80138, Baton Rouge, LA 70898-0138.

The Women's Council of Greater Baton Rouge is a 501(c)(3) non-profit, nonpartisan organization and neither supports nor opposes candidates for political office. All contributions are tax deductible to the extent provided by law.

Dear Activity Presenter or Sponsor:

Thank you for sponsoring or presenting an activity during the past celebrations and/or for planning to participate in this year's celebration of 25 Years: Evolution of HER.

A Celebration of Women is a great way to showcase your organization or business in the community. This event is a wonderful opportunity for publicity, promotion and synergy. WCGBR and the Greater Baton Rouge community wait expectantly each year for this stellar event and we want you to be included. In 2018, approximately 100 diverse activities were hosted throughout the Capital City and surrounding areas with 50 different activity sponsors and presenters!

The 2019 Activity Packet is attached. Registration is now open for this exciting 2019 celebration which begins September 27th with a Kick-off Gala and goes through September 28th. This year's theme is "**Celebrating 25 Years of Service: Evolution of HER.**" Join us in celebrating the contributions women make to our dynamic, vibrant community.

The purpose of the 2019 Celebration of Women is to:

- Provide a forum for discussing issues that are important to women including healthcare, education, family, community, economics, business, sports, arts and humanities;
- Strengthen the bond among women in the Greater Baton Rouge area;
- Showcase and share the strengths of women and women's groups;
- Explore the role of women in shaping our community; and
- Offer fun and interesting activities.

If you have an event that you would like included in this year's celebration, please first review the *Activity Registration Form*. Once you've completed the Activity Registration Form for each activity, you'll then be ready to fill out the Online Activity Registration Form.

Your activities will be included in the 2,000 printed Activity Guides and on our website. With prominence depending on your contribution level, your name and/or logo will also be featured in our e-newsletter, our Kick-off Gala program and on our website.

Join us! Together, we can impact the Greater Baton Rouge community with this very special event by and for women. Send us an e-mail at info@wcgbr.com or call us at **225-302-8010** if you have questions or need additional information about **the 2019 Celebration of Women**.

Sincerely,

Davondra Brown

Activity Committee Chair

Note: Carefully following the guidelines below will help you submit your activity information in the correct format when you register online. The Activity Registration Form attached will help you gather all information you will need to register online. It will also ensure your information is accurately included in the Activity Guide.

Activity Sponsorship

All Activities must be sponsored by a Patron. The Activity Presenter may be the sponsoring Patron or some other Patron may agree to sponsor the activity by allowing use of the Patron's allotted Activity slot.

Payment by check is preferred as there is no fee for either donor or recipient. Be aware that, if payment is made online by PayPal, transactional fees may apply. Both Payment and Contract must be received by August 25, 2019. Confirmation of receipt will be sent via email in the form of a letter acknowledging your tax-deductible contribution.

Activity Categories:

Activities must be registered under the 8 pre-determined categories:

1. Family
2. Food & Cooking
3. Career & Professional Development
4. Health & Medical
5. Hobbies & Crafts
6. Personal Well Being, Beauty & Spiritual Growth
7. Recreation & Sports
8. Arts, Cultural Events, Performances & Lectures

The Online Registration Form contains a drop-down list from which you must select your category.

Date and Time:

The 2019 Celebration of Women will be held on September 28th at The Tracy Center (behind the Catholic Life Center) located at 1800 Acadian Thruway, Baton Rouge, Louisiana from 9AM-6PM.

We are asking all Activity Presenters to reserve this day on your calendar, as we will assign a time and room designation based on the number of attendees who registers for your activity, demonstration or lecture.

Title and Description of Your Event:

Create a title that is both catchy and clear, that adequately describes the activity, draws attention and creates interest. Long titles are usually not as effective in attracting attention. Type the title with capital letters for the first letters of the words only. You may use all caps for a particular word you want to emphasize.

Description: The description is the most important part for enticing attendance at your event!

Please remember that you are limited to 60 words. Use them wisely.

Suggestions: Use no more than one or two lines to describe the activity. Use remaining space to list benefits and engage the reader. (For example: "Are you totally stressed out? My session on xyz can help by...") Give an idea of the topics that will be covered, but include only the most important. Be careful not to use unnecessary or redundant words that do not add to the meaning. It is helpful to say to whom the activity is directed, especially if there are different levels of expertise (i.e. beginner vs. advanced). Finally, make sure you have spelled everything correctly and that you have used proper grammar. The better your description, the more participants you are likely to have.

Note: Activity descriptions are subject to editorial review.

Celebration activities are opportunities to showcase your organization or business while giving a gift to the women of the Baton Rouge Community and surrounding areas. You are the host and are expected to bear all costs for your activity.

Contact for RSVP and Additional Information:

Include area codes with phone numbers. Email addresses may also be used. Prior to this celebration, you may want to adjust your answering message with information about your upcoming activities.

Refreshments:

Unfortunately, serving food and drink refreshments will not be allowed.

Your Name:

Make sure your name and/or business name are listed correctly in the Activity Guide. The same name must be used for all of your or your business's activities. Names of Sponsors may be listed in the description with consent of Sponsor.

Activity Fair:

At the 2019 Celebration of Women, for a fee of \$40 each and on a first-come basis (space is limited), we provide table space to our Patrons, Activity Sponsors and Presenters who are interested in promoting their activities, organizations or services. For more information or to sign up, call (225) 302-8018 or email info@wcgbr.com. The \$40 fee must be paid by check to WCGBR.

See Packet for fee exemptions. Activity Fair Space is complimentary to Patrons donating at the Supportive Socialite level and above.

NOTE: Purchase of Activity Fair space does not include admission to the luncheon itself. All persons staffing activity tables who wish to attend the Silver Magnolia Luncheon must purchase luncheon tickets.

Activity Guide / Flyers:

Share complementary Activity Guides with visitors to your organization or business. You may request up to 50 Guides. Publicize liberally with flyers among your own members/customers/clients. They will provide the core of your attendance. This Celebration logo (see below) must be on all your promotional materials – electronic and print. Submit your activity flyer in PDF or Word format to the Registrar at info@wcgbr.com for approval prior to distributing.

This celebration logo must be used in Activity publications and advertisements.

Download this logo at www.WomensWeekBR.org .

Activity Ambassador:

A Women's Council Ambassador will be present at your activity to represent the Women's Council, welcome your attendees, give them some brief information about the Women's Council and this celebration, introduce your speaker and collect comment cards and surveys at the end of your activity.

New to This celebration?

If this year is your first time sponsoring or presenting activities, you can get assistance with the registration process by calling (225) 302-8010 or emailing info@wcgbr.com.

Advise that this is your first-time, and one of the Co-Chairs will contact and assist you.

ACTIVITY REGISTRATION FORM

Please submit a separate Activity Registration Form for EACH event.

All Activities MUST be approved by Activity Committee Event Sponsorship.

Check here if sponsoring your own event _____ OR List name of sponsor here if your event is being sponsored by someone else:

Level of Sponsorship: _____ Women's Council Member? ___ Yes ___ No

Address: City, State, Zip:

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Website: _____

ACTIVITY INFORMATION:

CATEGORY OF EVENT (See categories in Guidelines & Instructions):

Title of Event (short & catchy):

Speaker Name/Title: _____ Women's Council Member? ___ Yes ___ No

Desired Capacity: _____ Reservation Contact Telephone Number _____

An additional fee is only required if supplies are needed. You may submit an application to the Activity Committee for special permission to charge a fee at info@wcgbr.com . Include the amount of the proposed charge and a brief explanation of the reason.

Description of Event: (60 words or less) Council reserves the right to final edit description.

NOTE: This description will appear in the Activity Guide and on the website to promote your event:

I want to participate in the Activity Fair (see Guidelines for more information).

I want _____ (limit 50) Activity Guides. ___ LET ME KNOW WHERE I CAN PICK UP ACTIVITY GUIDES for my distribution.

Activity Guides will be held for only 7 days after notification of availability.

Signature of Presenter or Representative

Print Name of Person Signing

Date

Please submit completed form ONLINE at info@wcgbr.com .

Submission Deadline: August 25, 2019.

You will receive email confirmation of your activity date and time.