# Appendix 3: Banner Fundraising Guidelines

**If you have any questions, please direct them to the Director of Sponsorship.**

**CHECK LIST**

### Teams are prohibited from approaching their team sponsor for a financial contribution towards the banner.

### Teams are not to approach any WMHA sponsors. Sponsors can be found on the WMHA web page. It is your responsibility to ensure that none of your banner sponsors is a sponsor of the WMHA. If you are unsure, contact the Director of Sponsorship to confirm.

### Your team is required to have your sponsor’s logo at the top of the banner in a prominent position for their contribution.

### A final proof of the banner must be submitted to the Director of Sponsorship for approval ***before*** the banner goes to print. Please submit a detailed list of the banner supporters and their addresses along with it.

### Please submit all detailed receipts to the WMHA Treasurer showing:

### The amount of each banner sponsor;

### All and any costs incurred.

### Include the total revenue from the banner on your team budget submissions to the WMHA Treasurer, along with all other fundraising revenue. Ensure that total sponsorship and fundraising revenue does not exceed the team collective costs, not including registration and travelling fees.

### We require the contact information of the printer so that we can provide you with a letter of permission for the use of the WMHA logo and supply them with the appropriate files.

* Logo Use Permission form submitted.

Date banner submitted for approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date banner approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_