NARI DINNER MEETING SPONSOR LETTER

by NARI of Silicon Valley

Meeting Sponsorship Information

Thank you for your interest in sponsoring a meeting for the **Silicon Valley Chapter of the National Association of the Remodeling Industry (NARI)**.

Sponsoring and/or hosting a NARI meeting is an excellent opportunity to introduce your company, showroom, products, or services to local remodeling professionals. Sponsors may also highlight special promotions or member-exclusive discounts while building meaningful relationships within the NARI community.

Below is an overview of sponsorship benefits and requirements. Please review the information carefully, and feel free to contact us with any questions.

Benefits to the Sponsor

Publicity & Exposure

Sponsors receive recognition before, during, and after the meeting, including:

- Company name and logo hyperlinked to your website on the **NARI Silicon Valley Meeting webpage**
- Company name and logo featured in the **meeting e-blast** sent to members and prospective members and posted on the chapter website
- Company name mentioned in **meeting reminder emails** sent to members and prospective members
- Company name acknowledged in the **post-meeting recap email and social media posts**

Sponsor Presentation

Sponsors are given **5-8 minutes** during the meeting to introduce their company, products, and/or services.
Note: If there are multiple co-sponsors, presentation time will be adjusted accordingly.

Sponsor Requirements

NARI Membership

Meeting sponsors must be a member of **NARI of Silicon Valley**, another NARI chapter, or a **National NARI Member**

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Membership must be approved **at least one month prior** to scheduling a meeting.
Please note: Membership application processing can take up to four weeks.

Scheduling

- Regular chapter meetings are held on the **third Wednesday of each month**, excluding **August and December**
- Meetings are typically scheduled **3-12 months in advance**
- Special sponsorship opportunities are available for:
  - **Vendor Showcase (March)**
  - **Summer Social (August)**
  - **Holiday Awards Dinner (December)**
    Please contact us for details.

Program Speakers

- Sponsors may provide speakers or request that **NARI arrange speakers**
- Program topics should appeal to a broad audience, including:
  - General contractors
  - Designers and architects
  - Specialty contractors
  - Suppliers and other remodeling professionals
- Sponsor-provided speakers must be **approved by the NARI Board at least 30 days prior** to the event
- The **Programs Vice President** will work closely with the sponsor to coordinate speakers and agenda planning

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Food & Venue

The sponsor agrees to provide:

- A suitable venue
- Dinner and beverages
- Tables, chairs, and eating utensils

Additional details:

- Plan for approximately **80 attendees**
- Final headcount will be provided **within three business days** of the event

- Meals may be **buffet or sit-down style**
- Food does not need to be gourmet, but **must be a full meal**
- Generous portions are encouraged, as many attendees come directly from work
- Typical cost ranges from **$20-30 per person**
- Please note that the quality and quantity of food reflect on the sponsor

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Co-Sponsors

Co-sponsors are permitted.
Please notify the NARI office in advance if you plan to include a co-sponsor.

Catering Support

If you need caterer recommendations, please contact the NARI office at **office@narisv.org**

Typical Dinner Menu Includes

- Assorted soft drinks and water
  (Beer and/or wine optional)
- Salad and/or vegetable dish or fresh vegetable platter with dip
- Bread or rolls (if appropriate)
- Main entrée with a **vegetarian option** (sufficient for at least 10 attendees)
- Dessert
- Decaffeinated coffee and/or tea (optional)
- Table + Two chairs near the entrance for registration
- Seating for all attendees; tables if space and budget allow
- Plates, napkins, utensils, and cups
- Recycling bins and at least **three large trash receptacles**

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Typical Meeting Schedule

- ***4:00–5:30 PM*** *– NARI Board Meeting*
- ***5:00 PM*** *– NARI Administrator arrives to begin event setup and prepare the check-in table*
- ***5:30 PM*** *– Members and guests begin arriving; networking*
- ***6:00–6:40 PM*** *– Dinner and networking*
- ***6:40–7:10 PM*** *– Welcome, announcements, and sponsor presentation*
- ***7:10–7:50 PM*** *– Guest speaker presentation*
- ***7:50–8:00 PM*** *– Final announcements and closing remarks*
- ***8:00 PM*** *– Program concludes*
  (Please allow additional time for networking and clean-up.)

Contact Information

If you have any questions or would like to discuss sponsorship opportunities, please contact us at:

office@narisv.org or programs@narisv.org

We look forward to working with you and appreciate your interest in supporting the NARI Silicon Valley Chapter.

NOTE: A copy also found on narisv.org under the Events/Education Menu

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