

South Carolina Association of Educational Office Professionals (SCAEOP)



Souvenir Booklet Advertiser & Sponsorship Form

Organization / Business Name (if applicable):

Contact Person:

Address:

City/State/Zip:

Phone: _____

Email: _____

Advertisement Options

Show your support for SCAEOP by placing an ad in our **Annual Conference Souvenir Booklet!** All ads must be submitted in **camera-ready digital format (PDF, PNG, or JPEG)**.

Ad Type	Dimensions	Fee
Back Cover (Color)	8.5" x 11"	\$300
Inside Front Cover (Color)	8.5" x 11"	\$250
Inside Back Cover (Color)	8.5" x 11"	\$250
Full Page (Color)	8.5" x 11"	\$100
Half Page (Color)	8.5" x 5.5"	\$50
Quarter Page (Color)	4.25" x 5.5"	\$25
Business Card Ad (Color)	3.5" x 2"	\$15
Celebratory "Shout Out" Message	Up to 25 Words (Text Only)	\$10

Advertisement (Ad) Information

Ad Type (Please see above for available options): _____

Ad Type Fee (Please see above for fees): _____

Sponsorship Opportunities

Sponsorship provides exceptional visibility throughout the Annual Conference.

All sponsors will be recognized in the **Souvenir Booklet, on-site signage, and during the conference program.**

Sponsorship Level	Contribution	Recognition Includes
Diamond Sponsor	\$10,000	Premier recognition throughout entire conference; full-page color ad; logo on website; speaking opportunity during general session; signage recognition; vendor table;
Emerald Sponsor	\$5,000	Full-page color ad; logo on website; verbal recognition during opening session; signage recognition; vendor table
Ruby Sponsor	\$2,500	Half-page color ad; logo on website; signage recognition;
Platinum Sponsor	\$1,000	Quarter-page color ad; logo on website; signage recognition
Gold Sponsor	\$750	Business card ad; logo on website; signage recognition

Sponsorship Opportunities Information

Sponsorship Level (Please see above for available options): _____

Sponsorship Contribution (Please see above for contribution amounts): _____

Payment

- **Total Amount Enclosed (Include Ad & Sponsorship Totals):** _____
- **Ad Submission and Sponsorship Deadline:** January 26, 2026
- **Payment must accompany this form and please attach ads and/or Celebratory “Shout Out Messages” to this form, or email to:** scaeopwebmaster@gmail.com.
- **Please make checks Payable To:** SCAEOP
- **Mail To Completed Souvenir Booklet Advertiser & Sponsorship Form to:**
SCAEOP
4611 Hardscrabble Road, Suite 109, PMB-3, Columbia, SC 29229

Agreement

By submitting this form and payment, I authorize SCAEOP to include my advertisement and/or sponsorship information in the official conference souvenir booklet.

Signature: _____ **Date:** _____