



Willamette Valley Bank

Where Local means Something.

WVBK HOSTED EVENT SUBMISSION FORM

Event name: _____

Event location: _____

Event date: _____ Event time: _____

Number of anticipated attendees: _____

RSVP information for invite: _____

Please send this completed form, event information and any other information needed to proceed to sponsorship@wvbk.com. Events cannot be reviewed or approved without this.

Please provide a brief description of the event and why you'd like to host it:

Please outline the anticipated cost of the event:

_____ If the cost is over \$500, confirm it has been approved by your Business Leader.

_____ If the cost is over \$1000, confirm it has been approved by your Business Leader and Dan King.



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Will there be people at the event that you have not had a prior business relationship with? (Borrowers. Agents, etc.) Please list industry professionals in attendance.

Who is the intended audience if outside of industry professionals, if applicable?

How will invites be distributed? (ex. email, flyer, etc)

How will you promote the event?

What WVBK marketing materials will you be using at the event, if any?

Event will include the following items as noted by “√” to indicate yes or “X” to indicate no:

_____ [CHOOSE ONE] staffed / unstaffed table or booth with a WVBK employee at event, _____ feet by _____ feet.

_____ Marketing materials placed on event tables

_____ At least one posting on publicly accessible social media platforms within 30 days of event.

- **If yes**, provide social media handle of page where the post can be found:

_____ Event [CHOOSE ONE] banner / flag measuring _____ feet by _____ feet with logos displayed.



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_____ Participating in event as a speaker for _____ minutes.

- **If yes**, an outline of the message or the presentation must be uploaded with this form. If you do not have it available yet, it must be provided within 5 days of the event date for review. Please remember, anything graphic or using the WVBK logo requires approval and needs to be submitted for review and/or design.

_____ **[CHOOSE ONE]** Meal / snacks provided to all attendees.

_____ Cost to attendees to attend your event? (example: ticket or donation cost as part of entry)

[CHOOSE ONE] yes / no **If yes**, please outline details:

_____ Is the event associated with a Realtor? (example: you are putting on a Home Buyer course with a realtor)

- **If yes**, provide Realtor name and company:

_____ **[CHOOSE ONE]** raffle / contest

- **If yes**, outline what is being given away, how winner will be selected.

Please provide any other details needed to consider event approval:

By completing this form, you are attesting that this event or educational activity is not conditioned on the referral of business and is not simply defraying expenses otherwise incurred by the recipient who is in a position to make referrals.

Form completed by:

Name: _____ Date: _____