



Sponsor Recognition Checklist

Use this list as a how-to-guide when recognizing sponsors.

- Invite your local sponsors to club events, if you know your local sponsor. Please make a special effort to invite local Emerald and Gold Clover Sponsors. A sponsorship list is available.

- Specific for **4-H Communications Competitions:**
 - send **media invitation** to local media
 - provide recognition to Altalink

- Thank local and provincial sponsors at events using the **script template**.
(If there is not enough time to list all the provincial sponsors, please try to ensure the Diamond, Emerald, and Gold Clover sponsors are recognized.)

- Download **PowerPoint Presentation** and upload local sponsor logos if applicable to show at local events.

- Download the **Banner Template** and add local sponsor logos.

- Photo opportunities – take the time to snap some photos with sponsors and / or of your event and share them. Please send photos here: development@4HAB.com

- Send personalized **thank-you cards to sponsors**. Please send your cards to 4-H Alberta, we will distribute the thank you's to the respective key contacts.

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