



AGREEMENT

_____ (name of organization) agrees to collaborate with the Washington State Nonprofit Conference in its marketing efforts for the 16th Annual Conference to be held on Thursday, April 29, 2010 at the Meydenbauer Center in Bellevue, Washington.

Nonprofit Conference responsibilities include:

- Listing your organization on Nonprofit Conference website, and program;
- Fully support your efforts with content and text for materials to be used for outreach efforts including:
 - Conference link
 - Newsletter article text
 - Email announcement text
 - Website text
 - HTML coding for registration button
- 50% off conference registration for one representative from the your organization; additional staff of the organization will receive the special early registration member rate of \$ 155;
- Provide information and keep you informed of all Conference planning updates;
- Supply materials including boilerplate language, one-page fact sheet, and invitations;
- When provided with your organization's membership/contact list, we will use the list for bulk mailings that include 'save the date' and 'invitation' postcards at no cost to you;
- Maintain regular contact with you through phone and email;

Your organization's responsibilities include:

- Reach out to your stakeholders* via email with 4 invitation announcements on January 12th, February 9th, March 9th, and April 6th 2010 with additional optional outreach through newsletters, mail, or phone contact to recruit for attendance;
- Add conference registration button on organization home page;
- **Submit MS Excel spreadsheet of your stakeholders* to wmwangi@exec-alliance.org by December 21st for conference outreach use only (please include the following: first name, last name, organization, address, city, state, zip, email);**
- Include the EA -alliance of nonprofits address & email on all outreach efforts by organization ;
- Serve as the key contact for all Conference outreach with your stakeholders

**Stakeholders include members, funders, board of directors, volunteers, and staff.*

Please respond by December 15, 2009 via email to Wambui Mwangi at wmwangi@exec-alliance.org or fax 206-529-3835. EA alliance of nonprofits mailing address: 508 2nd Avenue West, Seattle, WA 98119 Conference email address: conference@exec-alliance.org Website: www.npconference.org

Thank you for you Support!

I, the undersigned, hereby agree to the roles and responsibilities as outlined above.

Executive Director/CEO Signature

Date

Please print

Key Contact: _____

Organization: _____

Phone #: _____ Email: _____