**ACC Greater Philadelphia - Post Event Email to Sponsor**

Dear [Sponsor Name],

Thank you for supporting [ACC Chapter Name] with your annual sustaining sponsorship! I am attaching your list of confirmed programs, events, and sponsorship benefits for 20XX. Your board liaison for 20XX is [Name] (copied on this email). Please reach out to either of us should you have any questions. You will also hear from the Practice Area Network and Social Committee Chairs to help in the planning of your events.

To ensure that we’re well prepared for the year ahead, please take note of the following reminders:

* Our expectation for 2023 sponsors is to receive all program titles, descriptions, and speakers at least **two months in advance**. This is important because by receiving this information early, we can start promoting the event earlier, which will result in higher attendance at your event by our members.
* As a sponsor, you have the option to opt-out of any of your confirmed events. However, please provide us with at least 30 days’ notice since many of our events involve multiple sponsors and cancellations greatly impact schedules and agendas.
* All sponsors are strongly encouraged to join us for two events:
  + January 20, 2023 at 11:00 a.m. – 12:00 p.m. (Zoom) - **General Sponsorship Best Practices and IHCC Expectations**
  + September 12, 2023 at 6:00 p.m. – 8:00 p.m. (In-Person/Location TBD) – **Sponsor Appreciation Reception**
* Your sponsorship invoice will be sent to the primary marketing contact and the billing contact today. Please watch for a separate email with the invoice.

I look forward to working with you in 2023! Best wishes for a happy holiday season!

Sincerely,