

**2026**

**FALL CONFERENCE**

**Sponsorship  
Handbook**

**Specifications & Deadlines**



**SACUBO**

**SOUTHERN ASSOCIATION OF COLLEGE  
AND UNIVERSITY BUSINESS OFFICERS**

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# LOGO - PRINTED MATERIALS

**DUE BY: OCTOBER 15, 2026**

Upload your organization's logo for use on printed materials included with your sponsorship.

## LOGO SPECS

**Resolution:** Min. of 300 dpi

**File Format:** Vector (.ai, .eps, .pdf, .svg)

LOGO UPLOAD

# LOCAL ATTRACTIONS WEBPAGE AD

**DUE BY: OCTOBER 15, 2026**

**Sponsorship:** Diamond (1200x300 px), Platinum (600x500 px), A La Carte (600x500 px OR 400x200 px)

Clickable ad featured on the local attractions webpage.

## AD SPECS

**Hyperlink:** Company Website (please email [info@sacubo.org](mailto:info@sacubo.org) if you would like to use an alternative link for your ad)

**Size:** Diamond - 1200x300 pixels

Platinum, A La Carte - 600x500 pixels

A La Carte - 400x200 pixels

**File Format:** .png

SUBMIT AD

## NEWSLETTER AD

**DUE BY: OCTOBER 15, 2026**

**Sponsorship:** Diamond, Platinum

Clickable ad featured in SACUBO's October and/or November monthly newsletter.

### AD SPECS

**Hyperlink:** Company Website (please email [info@sacubo.org](mailto:info@sacubo.org) if you would like to use an alternative link for your ad)

**Quantity:** Diamond - 2  
Platinum - 1

**Size:** 700x90 pixels

**File Format:** .png

[SUBMIT AD](#)

## SLIDESHOW LOOPING AD

**DUE BY: OCTOBER 30, 2026**

**Sponsorship:** Diamond

Rotating ad featured in the slideshow played in the general session room during meal periods.

### AD SPECS

**Size:** 16:9 ratio

**File Format:** .png

[SUBMIT AD](#)

# BOOKMARKS

**ARTWORK DUE BY: SEPTEMBER 25, 2026**

**PROOF APPROVAL DEADLINE: OCTOBER 5, 2026**

**Sponsorship:** Book

Custom bookmarks co-branded with SACUBO on one side and sponsor-provided artwork on the other.

## **ARTWORK SPECS**

**Size:** See template

**Resolution:** Min. of 300 dpi

**File Format:** .png

[DOWNLOAD TEMPLATE](#)

[SUBMIT ARTWORK](#)

# BUSINESS PARTNER SESSIONS

**DUE BY: AUGUST 5, 2026**

**Sponsorship:** Diamond, Platinum, Gold

Submit details for your 60-minute session presentation.

**COMING SOON!**  
**SUBMIT SESSION INFORMATION**

# KEY CARDS & HOLDERS

**ARTWORK DUE BY: AUGUST 25, 2026**

**PROOF APPROVAL DEADLINE: SEPTEMBER 1, 2026**

**Sponsorship:** Key Card

Custom hotel key cards and holders featuring sponsor-provided artwork.

## **KEY CARDS**

**Artwork Specs:** See template

[KEY CARD TEMPLATE](#)

[SUBMIT ARTWORK](#)

## **OPTIONAL ADD-ON**

### **KEY CARD HOLDERS**

**Purchasing Info:** Holders should be large enough to fit key card (see template above for measurements). Please reach out to [info@sacubo.org](mailto:info@sacubo.org) for shipping instructions before ordering.

# LANYARDS

**ARTWORK DUE BY: SEPTEMBER 25, 2026**

**PROOF APPROVAL DEADLINE: OCTOBER 5, 2026**

**Sponsorship:** Lanyard

Company logo featured on attendee lanyards co-branded with the SACUBO logo.

## LOGO SPECS

**Layout:** Horizontal logo preferred

**Color:** Full Color & Single Color Option

**Resolution:** Min. of 300 dpi

**File Format:** Vector (.ai, .eps, .pdf, .svg)

[SUBMIT LANYARD LOGO](#)

# MOBILE APP - BANNER AD

**DUE BY: OCTOBER 15, 2026**

**Sponsorship:** Diamond

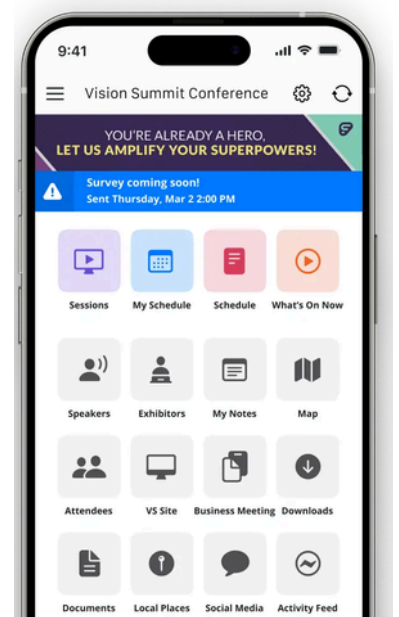
Clickable banner ad located at the top of the mobile app.

## AD SPECS

**Hyperlink:** Company Website (please email [info@sacubo.org](mailto:info@sacubo.org) if you would like to use an alternative link for your ad)

**Size:** 640x110 pixels

**File Format:** .png



[SUBMIT AD](#)

# MOBILE APP - NOTIFICATION MESSAGE

**DUE BY: October 30, 2026**

**Sponsorship:** Diamond, A La Carte

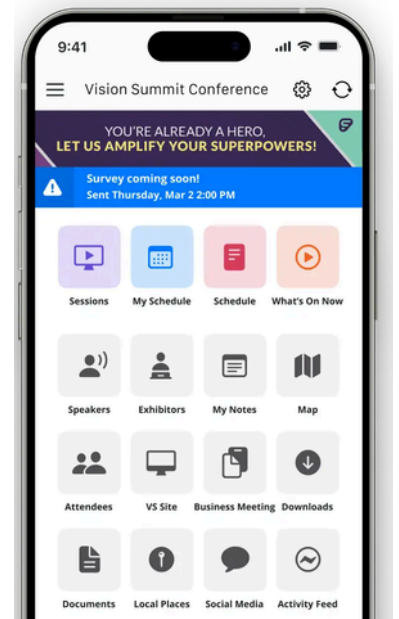
Custom message sent through the conference mobile app to all users.

## MESSAGE SPECS

**Quantity:** Diamond - 1

A La Carte - # Purchased

**Content:** See template



[DOWNLOAD TEMPLATE](#)

[SUBMIT NOTIFICATION](#)

# PODIUM REMARKS

**DUE BY: OCTOBER 30, 2026**

**Sponsorship:** Keynote, Lunch

Email your speaker's name, title, and headshot to [info@sacubo.org](mailto:info@sacubo.org). You will be provided with a script link closer to the conference to enter in your 1-2 minutes of remarks. Option to provide a 1-2 minute promotional video in lieu of delivering live remarks.

[SPEAKER DETAILS](#)

# SPOTLIGHT EMAIL - PRE-CONFERENCE

**DUE BY: OCTOBER 15, 2026**

**Sponsorship:** Diamond

Pre-conference email featuring your provided content sent to all registered attendees 1-2 weeks before the Fall Conference.

## **EMAIL SPECS**

**Message Content:** Preferred text length is between 250-300 words. Any images should be at least 600 pixels wide. You will be provided a proof of the email for review and approval prior to it being sent.

**File Format:** Complete the template below or provide html code of message content in a Word document.

[DOWNLOAD TEMPLATE](#)

[SUBMIT EMAIL CONTENT](#)

# TOTE BAGS

**ARTWORK DUE BY: SEPTEMBER 25, 2026**

**PROOF APPROVAL DEADLINE: OCTOBER 5, 2026**

Company logo or other provided graphic featured on attendee tote bags co-branded with the SACUBO logo.

## **ARTWORK SPECS**

**Imprint Color:** TBD

**Bag Color:** TBD

**Logo Size:** TBD

**Resolution:** Min. of 300 dpi

**File Format:** Vector (.ai, .eps, .pdf, .svg)

[SUBMIT LOGO OR ARTWORK](#)