2026 SACUBO LEADERSHIP FORUM

DESTIN, FLORIDA | FEBRUARY 25-27

LEADERSHIP IN ACTION: STRATEGIC VOICES, STRONGER CAMPUSES

Sponsorship Handbook

Specifications & Deadlines

SACUBO

SOUTHERN ASSOCIATION OF COLLEGE
AND UNIVERSITY BUSINESS OFFICERS

Table of Contents

LOGO - PRINTED MATERIALS

DUE BY: JANUARY 20, 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: JANUARY 30, 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: Can be linked to your desired URL
Size: Diamond - 1200x300 pixels
Platinum, A La Carte - 600x500 pixels
A La Carte - 400x200 pixels
File Format: .png

SUBMIT AD & HYPERLINK

SLIDESHOW AD

DUE BY: FEBRUARY 10, 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

DUE BY: JANUARY 15, 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

KEY CARDS & HOLDERS

ARTWORK DUE BY: JANUARY 10, 2026
PROOF APPROVAL DEADLINE: JANUARY 17, 2026

Sponsorship: Key Card

Custom hotel key cards and holders featuring sponsor provided artwork.

KEY CARDS
Artwork Specs: See Template

KEY CARD HOLDERS
Artwork Specs: See Template

KEY CARD TEMPLATE	CARD HOLDER TEMPLATE

SUBMIT ARTWORK

LANYARDS

ARTWORK DUE BY: JANUARY 15, 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)

LOGO UPLOAD

MOBILE APP - BANNER AD

DUE BY: JANUARY 30, 2026

Sponsorship: Diamond

Clickable banner ad that can link to your booth profile or website located at top of mobile app.

AD SPECS
Size: 600 x 80 pixels
File Format: .png
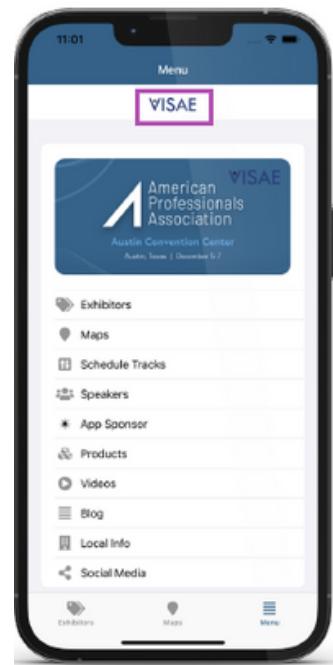
SUBMIT AD & HYPERLINK

MOBILE APP - NOTIFICATION MESSAGE

DUE BY: FEBRUARY 10, 2026

Sponsorship: Diamond, A La Carte

Custom message sent through the conference mobile app to all users. Messages can feature up to 300 characters.

MESSAGE SPECS
Qty: Diamond - 1
    A La Carte - # Purchased
Text Length: Max of 300 characters
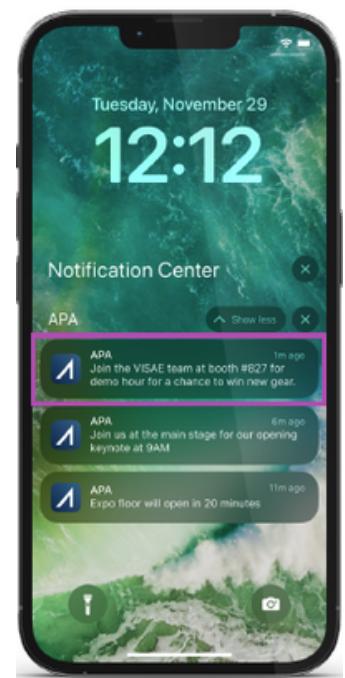
SUBMIT NOTIFICATION

PODIUM REMARKS

DUE BY: FEBRUARY 10, 2026

Sponsorship: Keynote, Lunch

Email your speakers name, title, and headshot to the SACUBO office at info@sacubo.org.

SPEAKER DETAILS

SPOTLIGHT EMAIL - PRE & POST CONFERENCE

DUE BY: JANUARY 30, 2026

Sponsorship: Diamond

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

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: Provide html code of message content in a Word Document.

SUBMIT EMAIL CONTENT

TOTE BAGS

ARTWORK DUE BY: JANUARY 10, 2026
PROOF APPROVAL DEADLINE: JANUARY 17, 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

WIFI

DUE BY: JANUARY 20, 2026

Ability to customize Wi-Fi password.

PASSWORD SPECS
Password: Minimum of 8 characters in length, letters and numbers only, no special characters.

SUBMIT PASSWORD