

Policies for Ticket/Table Sponsorship Purchases

Donor Presale

The Donor Presale for 14th Annual WPB Spring Symposium will begin at 9:00 am (CST) on **Tuesday, January 5, 2016 and will continue through 12:00 pm (CST) on Friday, January 15, 2016**. Reservations made during this time will be processed in the order that payment was received.

- **Reservations for Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets:**
 - A limited number of Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets are available.
 - Purchases are confirmed when payment is received (pending availability.)
 - No reservations will be allowed without payment.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
- **Reservations for Diamond and Platinum Table Sponsorships:**
 - A limited number of Diamond and Platinum Table Sponsorships are available.
 - Purchases are confirmed when payment or a signed pledge card is received (pending availability.)
 - Full payment for reservations made via pledge card must be received no later than 5:00 pm (CST) on Monday, February 15, 2016. Reservations will be forfeited if full payment is not received by this date.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
- In order to be eligible for the Donor Presale, the person/business/company making the reservation must meet **one** of the following criteria:
 - ✓ Contributed a minimum of \$500 during the last year (December 1, 2014 – December 1, 2015) to a Cary Center program (Women's Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.)
 - ✓ Have an active minimum pledge of \$2,500 (pledge currently in good standing) to a Cary Center program (Women's Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.) on or before December 1, 2015.
 - ✓ Contributed cumulative gifts exceeding \$25,000 to a Cary Center program (Women's Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.)

- The WPB office will confirm donor eligibility based on the donor records listed with the Auburn University Foundation prior to confirming reservations, accepting payments, or issuing tickets. Please contact the CHS Development Office at (334)844-9173 for inquiries about eligibility for the Donor Presale opportunity.
- A maximum of two (2) Individual Open Seating tickets may be purchased by each qualified donor. A limited number of individual, open seating tickets will be available. There is not a maximum for table purchases (pending availability.)
- Orders exceeding two (2) tickets per qualified donor will be refunded in whole and the reservation will not be accepted or confirmed.

General Public Sale

- The General Public Sale for 14th Annual WPB Spring Symposium will begin at **9:00 am (CST) on Tuesday, January 19, 2016 and will continue until the event is sold out or until 5:00 pm (CST) on Thursday, March 31, 2016.** Reservations will be processed in the order that payment was received.
- **Reservations for Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets:**
 - A limited number of Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets are available.
 - Purchases are confirmed when payment is received (pending availability.)
 - No reservations will be allowed without payment.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
- **Reservations for Diamond and Platinum Table Sponsorships:**
 - A limited number of Diamond and Platinum Table Sponsorships are available.
 - Purchases are confirmed when payment or a signed pledge card is received (pending availability.)
 - Full payment for reservations made via pledge card must be received no later than 5:00 pm (CST) on Monday, February 15, 2016. Reservations will be forfeited if full payment is not received by this date.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.

Additional Information

- Table placement in the Ballroom is based on sponsorship level. In addition, table placement by level will be assigned in the order in which table sponsorships are purchased. The WPB Office reserves the right to assign individual, open seating ticket holders to specific tables if needed.
- Due to security and expediency prior to the luncheon the names of **ALL** attendees (individual and table seats) should be provided to the WPB office by 5:00 pm (CST) Thursday, March 31, 2016.
- There will be a maximum of 400 reservations available for this event. Tickets will be required for entry to the luncheon.
- Tickets and Table Sponsorship purchases are non-refundable. In case of cancellation, the net proceeds will benefit the Women's Philanthropy Board. Ticket prices include all applicable taxes.
- Premiums paid for Table Sponsorships are tax deductible to the extent allowed by law.
- Checks should be made payable to Auburn University, designated to the WPB Spring Symposium 2016. If paying by credit card, please visit www.carycenter.auburn.edu or other designated ticket purchase site.
- Tickets are transferable until Thursday, March 31, 2016. Due to security and expediency prior to the luncheon, the names of **ALL** attendees (individual and table seats) should be provided to the WPB office by 5:00 pm (CST) Thursday, March 31, 2016.
- A waiting list for tickets/table sponsorships, if needed, will be kept by the WPB Office.
- This policy is non-negotiable. No exceptions.