

Policies for Reservation/Table Sponsorship Purchases

16th Annual WPB Spring Symposium and Luncheon

Donor Presale

The Donor Presale for 16th Annual WPB Spring Symposium and Luncheon will begin at 9:00 am (CST) on **Monday, January 22, 2018**. Reservations made during this time will be processed in the order that payment was received. **The General Public Sale will begin on Monday, February 5, 2018.**

- **Reservations for Table Sponsorships, Platinum Pair of Reservations, and Individual Open Seating Reservations:**
 - A limited number of Gold Table Sponsorships, Platinum Pair of Reservations, and Individual Open Seating reservations are available.
 - Purchases are confirmed when payment is received (pending availability.)
 - No reservations will be allowed without payment.
 - Payments for reservations can be made by cash, check, credit card, or Auburn University internal journal transfer.
- **Additional Information Regarding Payment Options for Diamond and Platinum Table Sponsorships:**
 - 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 March 1, 2018. Reservations will be forfeited if full payment is not received by this date.
- 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 (January 1, 2017 – February 1, 2018) as part of an active minimum pledge of \$2,500 (in good standing) to a Cary Center program (Women's Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.)
 - ✓ 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 reservations. Please contact the WPB Office at (334)844-9156 for inquiries about eligibility for the Donor Presale opportunity.
- A maximum of two (2) Individual Open Seating reservations may be purchased by each qualified donor. A limited number of individual, open seating reservations will be available. There is not a maximum for table purchases (pending availability.)
- Orders exceeding **two (2)** Individual Open Seating reservations 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 16th Annual WPB Spring Symposium will begin at **9:00 am (CST) on Monday, February 5, 2018 and will continue until the event is sold out.** Reservations will be processed in the order that payment was received.
- **Reservations for Table Sponsorships, Platinum Pair of Reservations, and Individual Open Seating Reservations:**
 - A limited number of Gold Table Sponsorships, Platinum Pair of reservations, and Individual Open Seating reservations are available.
 - Purchases are confirmed when payment is received (pending availability.)
 - No reservations will be allowed without payment.
 - Payments for reservations can be made by cash, check, credit card, or Auburn University internal journal transfer.
- **Additional Information Regarding Payment Options for Diamond and Platinum Table Sponsorships:**
 - 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 March 1, 2018. Reservations will be forfeited if full payment is not received by this date.

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 reservation holders to specific tables if needed.
- The names of **ALL** attendees (individual and table seats) should be provided to the WPB office by 5:00 pm (CST) Friday, March 30, 2018.
- Reservations will be required for entry to the luncheon. Reservations are **NON-REFUNDABLE**. Reservations are transferable. The names of **ALL** attendees (individual and table seats) should be provided to the WPB office by 5:00 pm (CST) Friday, March 30, 2018.
- A waiting list for reservations/table sponsorships will be kept by the WPB Office. To be added to the wait list, please contact the WPB Office at (334)844-3524 or via email at mhf0005@auburn.edu.
- **These policies are non-negotiable. No exceptions.**