Sponsorship Preferences

The Sponsorship Preferences section lets you choose which tabs or sponsorship services you would like to offer.

Option Fields

- **Company Logo Field** – if selected, you will be able to upload a logo to the EventsAir database.

Optional Tabs

- **Company Profile** – lets you or your sponsor enter a company profile.

- **Brochures** – lets you or your sponsor submit a brochure in different formats.

- **Additional Charges** – lets you define additional add-on items that your sponsor can purchase.

- **Checklist** – lets you create a detailed checklist of To-Do items for managing your sponsors.

- **Documents** – lets you create fields so you or your sponsor can upload documents in a variety of formats.

- **Payment Schedule** – this is where you can define your sponsor payment schedule, which will include:

  - Percentage

  - Invoice date for each payment term.

  - Terms – number of days to pay.

  - Due dates – calculated automatically from the Invoice Date, and Term.

> **Example:** You can define that a 10% deposit will be invoiced on March 1st, the next 50% on June 1st, and the remaining 40% on September 1st. Read more about Payment Schedules here.