**Sponsorship Policy**

Technical section events should be self-sufficient and budgeted to break even.  Identification of potential sponsors and collection of funds is the responsibility of the technical section’s board.

Each technical section will receive an allowance of up to $5,000 per fiscal year, for all expenses related to audio-visual requirements. The allowance will apply to any technical section board meeting and / or special event held in conjunction with an SPE conference [e.g. Annual Technical Conference and Exhibition (ATCE), Drilling Conference, etc.] If these costs exceed the $5,000 allotment, additional sponsorship may need to be obtained.

Sponsors are required to sign a Sponsorship Agreement, which lists the benefits offered to the sponsoring company.  If funds are not received **within six (6) weeks**of the event date, the event will be cancelled. For additional guidance, contact your staff liaison.