



SPONSOR CHECKLIST

This checklist contains all possible sponsor deliverables and deadlines, please refer to your Node Summit 2018 order for items your company contracted. The sponsor resource page (<http://nodesummit.com/sponsors/sponsor-resources/>) provides specific deliverable information and guidelines for all contracted items.

Headline, Reception and Primetime Sponsor Checklist

✓	DELIVERABLE	DUE DATE
	Tweet Submission	Wednesday, June 27
	Sponsor Fulfillment	Friday, June 29
	Workshop Fulfillment	Friday, June 29
	2-Minute Announcement Fulfillment (HEADLINE ONLY)	Friday, June 29
	30-Second Video/Slideshow Advertisement	Friday, July 6
	Workshop Presentations	Friday, July 6
	Event Registration	Monday, July 9
	Audio Visual Order Form	Monday, July 9

Showtime and Hackers' Lounge Sponsor Checklist

✓	DELIVERABLE	DUE DATE
	Tweet Submission	Wednesday, June 27
	Sponsor Fulfillment	Friday, June 29
	30-Second Video/Slideshow Advertisement	Friday, July 6
	Event Registration	Monday, July 9
	Audio Visual Order Form	Monday, July 9

Lanyard, Meal and Charging Station Sponsor Checklist

✓	DELIVERABLE	DUE DATE
	Sponsor Fulfillment	Friday, June 29
	Event Registration	Monday, July 9
	Audio Visual Order Form	Monday, July 9