



## **RESPONSIBILITIES OF SPONSORING CLASSES AT MMAR with food items**

1. Please be at MMAR 30 minutes before class starts to set up the food. If your class is in the morning, please bring breakfast items; if your class is from 1- 5 please bring snack items; and if you have an all day class please bring lunch. Check with us on a head count the day prior to your class. Please bring plates and napkins to all classes. You may bring juice, soda or flavored coffee creamers. MMAR will provide coffee and tea.
2. Please clean up immediately after the class if you are staying for the class. If not, the MMAR staff will clean up and have any dishes, etc. ready for your pickup.
3. You will be introduced prior to the beginning of class – you may speak for 5 minutes about your company and you may pass out any information you like.
4. If you need to cancel your sponsorship class, please call us as soon as possible so we can get another sponsor.
5. You may do door prizes.
6. We will give you a list of attendees after the class for your marketing needs.

MMAR would like to thank you for all the support with sponsoring our classes!!! We appreciate you very much!!