



Community Foundation
EMPOWERING BUSINESSES
THROUGH RELATIONSHIPS

Workshop Sponsorship

MEGAMIX™
EXP  .com

INLAND EMPIRE
AUGUST 7th-8th, 2024
ONTARIO CONVENTION CENTER





Sponsorship Opportunity for Workshop Speaker at MegaMix Expo—Inland Empire

I trust this message will find you thriving.

My name is Evans James, on behalf of the dynamic team at Ofiso Community Foundation. In our relentless pursuit to empower businesses and foster innovation, we have built a transformative partnership with MegaMix Expo, a premier annual event renowned for uniting diverse industries and catalyzing growth opportunities across Southern California.

At Ofiso Community Foundation, an organization Businesses Code (IRC) Section 501(c)(3), we champion the ethos of progress, believing that fostering inclusive, diverse, and innovative educational solutions is the cornerstone of sustainable development. With unwavering dedication, we tackle pressing challenges facing small businesses, striving to leave an indelible mark on the landscape of entrepreneurship.

This year, as we gear up for the MegaMix Expo in the vibrant heart of the Inland Empire, we are hosting a series of workshops meticulously crafted to equip attendees with invaluable insights and actionable strategies spanning various business domains. We are proud to extend an invitation for you to lend your expertise and enrich the discourse as a distinguished workshop speaker at this esteemed event.

Event: MegaMix Expo Inland Empire ([MegaMixExpo.com](https://www.MegaMixExpo.com))

Date: August 7-8, 2024 (2 Day Event)

Location: Ontario Convention Center, 2000 East Convention Center Way, Ontario, CA 91764.

Audience: Entrepreneurs, small business owners, industry leaders, and professionals from diverse sectors.

Sponsoring a workshop speaker at the MegaMix Expo presents a myriad of advantages, including heightened brand visibility, unparalleled networking prospects, and the opportunity to spearhead inclusive leadership in your industry by aligning with premium educational content. Moreover, it underscores your commitment to community engagement, positioning your organization as a beacon of excellence and a catalyst for positive change.

Enclosed is a comprehensive sponsorship package tailored to highlight the many benefits awaiting your esteemed organization. We are eager to discuss the intricacies of this opportunity and explore avenues for collaboration that promise mutual enrichment and enduring success.

To take the next decisive step towards an impactful partnership or to gain further insights into our vision, please do not hesitate to reach out to me at, 310-871-8933 or via email, evanj@ofisocf.org, to answer any questions and discuss this exciting opportunity in more detail.

Thank you for considering this transformative sponsorship opportunity. Together, let us embark on a journey of collaboration and innovation, as we endeavor to make the MegaMix Expo Inland Empire an unforgettable milestone in our collective quest for excellence.

Warmest regards,

Evans James
Executive Director
Ofiso Community Foundation

Ofiso community foundation (IRC) Section 501 (c) (3) Donors can deduct contributions under IRC. We are qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, 2522 Section 170 (b)(1)(A)(vi). Tax ID 92-0728719

8 WORKSHOP SPONSORSHIP OPPORTUNITIES IN PARTNERSHIP WITH
MEGAMIXEXPO.com

DAY 1: Wednesday, August 7		
ROOMS		TIME
104B	106	12:00 PM - 1:30 PM
104B	RESERVED	2:00 PM - 3:30 PM
104B	RESERVED	4:00 PM - 5:30 PM

DAY 2: Thursday, August 8		
ROOMS		TIME
104B	RESERVED	10:00AM - 11:30AM
104B	RESERVED	12:00 PM - 1:30 PM
104B	RESERVED	2:00 PM - 3:30 PM
104B	RESERVED	4:00 PM - 5:30 PM

WORKSHOP ROOM	
104B	SEATS 225

WORKSHOP ROOM	
106	SEATS 125

Workshop Sponsorship ROOM 104B or 106	\$1,800
Recognition at Kick Off, Expo	Yes
Admission Tickets: Kick Off Party and Expo*	10
Logo on Website & Red Carpet	Yes
Personalized/Customized Flyer	Yes
Workshop Attendees (Excel File) Opt In Only	Yes
<p>Each Workshop is 1 hour and 30 minutes. Please fill this form A projector and Screen Projector will be provided, bring your laptop and presentation.</p>	

WORKSHOP GUIDELINES

1. Planning the Workshop

Define Your Objectives:

Clearly outline what you want participants to learn or achieve by the end of the workshop.

Create an Outline:

List the main topics and subtopics you will cover. Decide the order of topics, starting with simpler concepts and building up to more complex ones.

Set Ground Rules:

Establish guidelines such as one person speaking at a time, raising hands to speak, and turning off cell phones to minimize distractions.

Prepare a Conclusion:

Plan how you will wrap up the workshop, whether it's a Q&A session, a review of learned skills, or a feedback form.

2. Creating Supporting Materials

Visual Aids:

Use presentation tools, videos, pictures, and interactive worksheets to enhance your presentation and keep participants engaged.

Handouts:

Prepare handouts that summarize key points, provide additional resources, or include exercises for participants to complete.

3. Setting Up the Workshop

Arrive Early:

Get to the venue early to set up and test all equipment. Ensure that the room layout is conducive to interaction.

Check Equipment:

Test all audiovisual equipment, including projectors, microphones, and speakers. Ensure you have all necessary cables and adapters.

Prepare the Space:

Make the space welcoming and comfortable. Adjust lighting, temperature, and seating arrangements as needed.

Upload Your Presentation:

If required, upload your presentation to the provided platform before the workshop. Bring a backup on a USB drive.

4. Conducting the Workshop

Introduction:

Introduce yourself and the topic. Explain the objectives and what participants can expect to learn.

Engage the Audience:

Encourage participation by asking questions, facilitating discussions, and using interactive activities. Ensure everyone has a chance to contribute.

Manage Time:

Stick to your timeline. Assign a collaborator to keep track of time and ensure you cover all planned content.

Collect Feedback:

At the end of the workshop, collect feedback from participants. This can be done through a feedback form or a brief discussion.

5. Follow-Up

Provide Takeaways:

Ensure participants leave with tangible takeaways such as handouts, resource lists, or access to presentation slides.

Discount Codes or Offers:

If applicable, provide participants with exclusive discount codes or special offers related to your products, services, or future workshops. This can incentivize them to continue their learning journey with your organization.

Follow-Up Communication:

Send a follow-up email thanking participants for attending and providing any additional resources or information discussed during the workshop.

By following these guidelines, you can ensure a well-organized, engaging, and effective workshop presentation

