

Policy 1: AIA San Diego Policy and Process for the Consideration of Endorsing Third-Party (non-AIASD) Programs/Events

Regardless of the type of organization hosting, AIA San Diego's requirements to consider supporting or endorsing an event include the following:

1. A proposal to support or request the event must be provided to AIA San Diego not later than 90 days prior to the event. The proposal would include the following:
 - a. Name of host organization, mission of host organization, details about the host organization
 - b. Event information (date, time, location, fees, content, expected number of attendees, types of attendees, etc.)
 - c. An overview of the marketing plan for the event
 - d. AIA San Diego member rate: AIA San Diego members must receive a reduced rate for its members to attend or participate in the event or program. If there is a member rate for the host organization's members, AIA San Diego would expect our members to receive that same rate. If there is not a member rate for the host organization's members, AIA San Diego requires a minimum of 10% off for our members.
2. If AIA San Diego were to agree to support and/or endorse an event or program, our organization would provide:
 - a. Use of the AIASD logo to be credited as "Endorsed by" or "Supported by"
 - b. AIASD will offer rental of our membership list at the discounted, non-profit rate. The normal membership requirement for list rental will be waived.
 - c. Opportunity to advertise in our newsletter, website, etc. at the discounted, non-profit rates listed on the rate sheets for those marketing avenues.
3. Timeline for consideration: A request must be provided to the AIA San Diego office no later than 90 days prior to the event date. The request will be reviewed by the Executive Committee of the Board on the second Wednesday of the month. Subsequent to ExCom endorsement of the request, the request will be provided to the full Board for its consideration on the fourth Wednesday of the month. Requests will not be expedited as the Board feels that adequate review time and consideration must be given to an event or program that may be endorsed by AIA San Diego.

This policy was approved by the AIA San Diego Board of Directors and made effective immediately as of October 24, 2007.