



Kentucky Academy of Physician Assistants KAPA Dinner and Event Guidelines for Sponsors

As a *Sponsor*, here are few things to keep in mind when sending a dinner or event proposal for consideration:

- Preview the Calendar of Events on the KAPA website for possible conflicts.
- Contact the KAPA Regional or District Director that is closest to the location where you would like to hold the event.
- The listing of KAPA directors is located at <http://kentuckypa.org/about/regional-district-directors>.
- You will need to provide the following information for your request:
 - Sponsor name
 - Sponsor contact information
 - Proposed date, time and location of dinner
 - Maximum number of Guests
 - Include PAs only; or include PAs and PA students
 - Any pharma rules or restrictions on attendees
 - RSVP form, phone number and/or email address
- It is suggested, the sponsor provides a one-page invitation flyer for the event.
- The KAPA director will initiate email invites to potential attendees in that area/region, including a link to any flyer and RSVP instructions.