



# **Kent & Medway Apprenticeship Graduation Ceremony Sponsor Agreement**

**Terms and Conditions 2022**

**#AppGradKandM**



# Sponsor Agreement 2022

We are delighted that your organisation has agreed to support the Kent and Medway Apprenticeship Graduation Ceremony.

Your support means that this important event in the county's calendar can go ahead and that we can deliver the event free to all apprentices, employers and training providers that participate.

As we are planning to return to a formal gowned ceremony at Rochester Cathedral, we are keen to ensure our sponsors expectations are met. Therefore, this agreement sets out the terms and conditions relating to financial sponsorship and / or support donations.

## Other Useful Information for Sponsors / Supporters

We recommend that sponsors and supporting organisations read the following documents to ensure all commitments can be met.

All documents are at: [www.appgradkandm.org](http://www.appgradkandm.org)

- Sponsor Pack – this sets out the various rate cards and what each provides.
- Sponsor Requirements – this sets out what we need from sponsors to enable the organisers to meet the rate card contents.

## Terms and Conditions

The following sets out our commitments to financial sponsors and supporters and the terms and conditions pertaining to the provision of financial support by sponsors and supporting organisations.

### Ceremony Organiser's Commitments

The organisers of the apprenticeship graduation ceremony commit to:

1. Deliver the graduation ceremony and related planning in good faith.
2. Provide sponsors and supporters the content and marketing related activities set out in each rate card as applicable subject to no impediment to the running of the event.
3. Communicate with sponsors and supporters efficiently and in a timely way the details of the graduation ceremony as they are confirmed in detail.
4. Respond promptly to queries about the ceremony within 48 hours.
5. Respond promptly to queries and amendments relating to our website contents and material that are relevant to the sponsor / supporter within 48 hours.
6. Notify the sponsor / supporter of any issues arising that may impact on our ability to deliver the event as planned, such as circumstances beyond our control including: the venue not being able to function/accommodate the ceremony at short notice due to a crisis affecting them; implementation of pandemic related restrictions on face-to-face events and other reasonably unforeseeable circumstances.
7. In the event of 6 above we will endeavour to reorganise the event as a virtual ceremony in the same year or following discussion with our partners and sponsors /

supporters, we will look to divert the event's remaining acquired financial resources to delivering a ceremony in the following year.

8. In the event of 7 above, we will work to ensure the original rate card activity commitments are met.
9. Ensure relevant event insurances are in place relating to the ceremony and its participants.
10. Comply with other requirements reasonably expected or legally expected of the event organisation and the operation of our website notably, pertaining to the protection of sponsor / supporter and registered apprentices' data.

## Sponsor & Supporter Commitments

Sponsors and supporters of the apprenticeship graduation ceremony commit to:

1. Agree to the terms and conditions set out for the ceremony in this agreement and any specific details provided in email communications from the organising representatives.
2. Accepting that email or other written confirmation and agreement to support the event acts agreement to these terms and conditions as confirmed by invoice payment.
3. Provide the agreed financial support once invoiced as per its payment terms.
4. Provide to the ceremony organisers the sponsor / supporter information and materials set out in the 'Sponsors' Requirements' document relevant to the rate card level of financial support.
5. Help promote the ceremony to other parties and stakeholders, including by following the ceremony's social media feeds and sharing content notably if applicable to the sponsor / supporter.
6. Encourage registration of the sponsor's / supporter's apprentices for the ceremony.

## Agreement Confirmation

This document may be provided to financial sponsors / supporters via email parallel to the invoicing process. This document is available on the Apprentice Graduation website. Payment of the invoice confirms agreement to the above terms and conditions.

## Completion

We hope that organisations working with us as sponsors or supporters to deliver the graduation ceremony gain a good return on their investment. Post event the organisation will be keen to engage supporters and sponsors to review the event and gain future support.

Send invoices to: [info@appgradkandm.org](mailto:info@appgradkandm.org) or to the invoice originator (KATO).

For more information contact [info@appgradkandm.org](mailto:info@appgradkandm.org)

**Note:** Where financial sponsorship / support has been agreed and paid prior to use of this agreement the general terms and conditions of this agreement apply.