



**Capital**  
Chapter

Dear Business Partners,

The event invitations included in your sponsorship are a valuable tool - attending Capital Chapter events is a great way to network with members and make connections that can help your business be successful. In order to make the most of your allotted invitations, please keep in mind that **event invitations are used at point of registration, not point of attendance**. If you must cancel your registration for an event, please do so 48 hours in advance. If the cancellation policy is followed, your event invitation will be returned to you. If you need to cancel less than 48 hours before an event, consider making a substitution rather than cancelling to avoid losing your ticket.

Additional Event Registration Guidelines:

- If you want to attend an event, register as early as possible – registration generally closes the weekend before an event (after which point we are unable to allow additional attendees), and some events have a maximum capacity
- You may register as many representatives as desired for any given event, but please remember that one of your event invitations is used for each registration.
- Multiple representatives can be registered on one account - simply register again and replace the name information.
- Invitations are non-transferrable (you may not give invitations to or “borrow” invitations from another partner) and do not roll over from year to year, and additional invitations are not available for sale
- Community service events do not require the use of an event invitation
- You will never be charged to register for an event – invitations are included in your sponsorship price. *Never pay a guest registration fee when registering for an event.* Contact Chapter Headquarters if you have any questions about registering for an event with guest fees.
- The Chapter keeps track of how many event invitations you have left throughout the year in our Event Ticket Tracker. Look for the link to the tracker in your weekly Business Partner Buzz email to check how many invitations you have left.
- Section Meetings are for members only – you’re not able to register for or attend them.

**2017 Event Invitations**

Diamond: 40 invitations

Platinum: 30 invitation

Gold: 20 invitations

Silver: 10 invitations