

Two Ten's mission is to bring hope and opportunity to the people of footwear. Our Women in the Footwear Industry (WIFI) community provides an important forum for women to connect, learn, share information, elevate themselves, and support each other while growing their professional networks. By hosting a WIFI event, you help women in footwear industry do just that - and demonstrate your commitment to advancing women.

We appreciate your interest in hosting a WIFI event at your company! Please find outlined below our mutual expectations, including a host organization's responsibilities and the support hosts can expect from Two Ten. Please fill in the details for your event and return a signed copy to Two Ten at least 60 days prior to your event.

### Event Details:

**Date:**

**Location:**

**Time:**

**Capacity:**

As a WIFI event host, you agree to provide the following:

- Event space appropriate to the type of event being planned
- Audio/visual setup (*when applicable*)
- Furniture rental (*when applicable*)
- Beverage/bar service
- Catering
- Promotion to your employees

Two Ten agrees to provide the following:

- Promotion to broader Two Ten/WIFI network
- Press outreach
- Online RSVP or registration forms (*when applicable*)
- Two Ten/WIFI banner or signage (*when applicable*)
- Two Ten/WIFI print collateral and branded swag
- Two Ten/WIFI assets such as logos, boilerplate, social media tools, photos, videos
- Two Ten staff on site at event
- Photographer on site at event (*when applicable*)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Company: TWO TEN \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for your generous support of Two Ten Footwear Foundation!**  
**Please return your completed form to [lrenner@twoten.org](mailto:lrenner@twoten.org)**