



## Development and Operations Section Symposium: A “Hands-On” Experience

### Partnership Checklist

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**Welcome and thank you for considering becoming a partner of the CPRS Development and Operations Section Professional Education Program.**

The following is a checklist to help you in completing your application to participate in the Park Development and Operations Symposium: A “Hands-On” Experience. Please follow these steps and the instructions on each form to quickly complete the application. All the forms have been provided as electronic form fill-in document to assist you with completing and transmitting the forms easily.

1.  Review the contents of the Workshop Packet to make sure it includes the following:
  - Symposium Host Guidelines and Expectations
  - Symposium Preliminary Program Schedule and Station Line-up
  - Maps / Layout Symposium Program Participant Application
  - Partnership Levels and à la carte Sponsorship Opportunities Catalog
  - Development and Operations Section Partnership Agreement
1.  Review the Symposium Host Guidelines and Expectations to better understand the Symposium organization.
1.  Review the Symposium Preliminary Program Schedule and Station Line-up content and format.
1.  Review Facility Layout to understand the facility layout and onsite resources.
1.  Determine your selection of an identified Symposium Program Learning Station to host or propose your own content or Learning Station for the Symposium.
1.  Complete the Symposium Program Participant Application.
1.  Read the Development and Operations Section Partnership Levels and à la carte Sponsorship Opportunities.
1.  Complete the Development and Operations Section Partnership Agreement.
1.  Contact Workshop coordinator Ashley Howe at [Ashley.Howe@cityofsanrafael.org](mailto:Ashley.Howe@cityofsanrafael.org) with any questions.
1.  Email the Development and Operations Section Partnership Agreement and the Symposium Participation Application to Ashley Howe at [Ashley.Howe@cityofsanrafael.org](mailto:Ashley.Howe@cityofsanrafael.org).
1.  If submitting your Participation Application and Partnership Agreement by email, please forward a check by mail to Johnny Chou at [jchou@sandiego.gov](mailto:jchou@sandiego.gov), Treasurer, CPRS Development and Operations Section, City of San Diego, 202 S. C Street, San Diego, CA 92101. Please note your company name on the check. If you prefer to process your credit card payment by phone, call Johnny Chou at (619)525-8237. A credit card authorization has been included for your convenience.
1.  Submit Your Graphics to Ashley Howe at [Ashley.Howe@cityofsanrafael.org](mailto:Ashley.Howe@cityofsanrafael.org). Please rename your electronic file submission (your ad / logo) with your firm name to assure proper identification.

You will receive a verbal or email confirmation of your applications within three business days of receipt. A signed Partnership Agreement along with a receipt for participation fees received and a Symposium Participant Packet will be forwarded to you within 10 business days.

**Thank you for supporting and collaborating with the Development and Operations Section to provide our members high quality professional development and networking opportunities.**