February 18, 2008

To All Professional Contractors
Including General Contractors, Sub-Contractors, Service Vendors, & Material Suppliers

RE: Contractor Procurement Presentation

Dear Construction Professional,

The Eastern Michigan University Physical Plant and Purchasing Department would like to thank you for your interest in our procurement procedures and the potential for establishing a business relationship with the University. Based on the public presentation made on January 29, 2008, we would like to further extend this information for your review. Attached, please find a copy of information provided at that presentation including the contact information page and the Power Point presentation.

For those of you unable to attend that presentation, or as a reminder for those who were there, we would like to summarize a few of the key elements regarding procurement of professional design services.

- RFQ’s and RFP’s will generally be found on the Purchasing Department website [http://www.emich.edu/controller/purchasing/index.html](http://www.emich.edu/controller/purchasing/index.html). The University may select to notify local professional or trade organizations.
- The University generally bases selection of construction service on the “best value” which includes both qualifications and fee. Determination of this best value is dependant on the project size and scope.
- Both a qualitative and quantitative analysis is conducted of the information provided. All proposals received for a project will be evaluated accordingly.
- As described at the presentation, the concepts and issues discussed are the general guidelines for the University in requesting, evaluating, and selecting professionals to perform work on University projects. Actual methods will be determined on a project by project basis depending on needs, project scope, size, and specifics. These concepts and guidelines also apply to the Time and Material contracts.

If you have questions or comments regarding the procedure or design and construction activities at Eastern Michigan University, please contact the Physical Plant or Purchasing Department. Again, thank you for your interest in EMU.

Sincerely,

EMU Physical Plant
EMU Purchasing Department
Eastern Michigan University

Physical Plant

“Providing the Environment for Education First”

Physical Plant and Purchasing Department

Procedure for Procurement of Capital, Operational, and Maintenance Contractors
Vice President for Business and Finance
Janice Stroh

Associate Vice President for Business and Finance – Facilities
John Donegan
EMU Tag Line:
Education First

“Providing the Environment for Education First”

Physical Plant

• Purchasing
  – Gary Reffitt – Director of Purchasing

• Capital
  – Travis Temeyer, Associate Coordinator – Construction Projects
  – Chris Longerbeam, Project Engineer

• Operational (Includes Maintenance / Building & Grounds)
  – Dieter Otto – Director of Custodial, Grounds, Motor Pool, & Waste Management
  – Chad Crocker – Director of Facilities Maintenance

• Accounting / Business Operations
  – Regina Kelley Spencer – Business Operations Manager
Purchasing Overview

Purchasing Department

- Requests for Proposals/Quotations/Qualifications
- During bid process, all communications are through Purchasing Department
- Solicitation of Bids
  - Purchasing Department Web Site
    http://www.emich.edu/controller/purchasing/
  - Trade Publications (CAM, CNS, etc.)
  - Newspapers (Ann Arbor News, Detroit News, etc.)
  - E-mail notifications may be issued to pre-qualified vendors who have expressed specific interest in the project. *There is no guarantee of notification.*
Purchasing Department

- Project Specific
- Response time is usually two to four weeks
- Response to be submitted in specified EMU format
- Responses submitted to Purchasing Department
- Physical Plant and Purchasing evaluate responses
- Notification of award / non-award to all bidders
- Annual pre-qualification information submitted similarly

Capital and Operational Contracts
**Physical Plant Services**

<table>
<thead>
<tr>
<th>Capital</th>
<th></th>
<th>Operational</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Facilities Planning and Construction</td>
<td></td>
<td>• Facilities Maintenance</td>
</tr>
<tr>
<td>– Design and Planning</td>
<td></td>
<td>– Electrical</td>
</tr>
<tr>
<td>– Project Management</td>
<td></td>
<td>– Mechanical</td>
</tr>
<tr>
<td>– Interior Design</td>
<td></td>
<td>• Plumbing</td>
</tr>
<tr>
<td>– Space Planning</td>
<td></td>
<td>• HVAC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Life Safety</td>
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<tr>
<td></td>
<td></td>
<td>– Architectural/Carpentry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Buildings &amp; Grounds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Custodial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Grounds</td>
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<td></td>
<td></td>
<td>– Motor Pool</td>
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<td></td>
<td></td>
<td>– Waste Management</td>
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</tbody>
</table>

**Contracting Types**

<table>
<thead>
<tr>
<th>Capital</th>
<th></th>
<th>Operational</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Construction &amp; Renovation</td>
<td></td>
<td>• SSM (Service, Supplies, &amp; Maintenance)</td>
</tr>
<tr>
<td>– Fixed Price Bid</td>
<td></td>
<td>– Fixed Price Bid</td>
</tr>
<tr>
<td>• Lump Sum</td>
<td></td>
<td>• Commodity Price</td>
</tr>
<tr>
<td>• Not-To-Exceed</td>
<td></td>
<td>• Unit Price</td>
</tr>
<tr>
<td>• Guaranteed Maximum Price</td>
<td></td>
<td>• Pre- Established</td>
</tr>
<tr>
<td>– Variable Bid</td>
<td></td>
<td>– Variable Bid</td>
</tr>
<tr>
<td>• Time &amp; Material</td>
<td></td>
<td>• Time &amp; Material</td>
</tr>
<tr>
<td>• Cost Plus</td>
<td></td>
<td>• Cost Plus</td>
</tr>
<tr>
<td>• Unit Price</td>
<td></td>
<td>• Cost Plus</td>
</tr>
<tr>
<td>• Percentage of Construction Cost</td>
<td></td>
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</tr>
</tbody>
</table>


## Capital Project Overview

### Contracting Types

<table>
<thead>
<tr>
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<th>Operational</th>
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<tr>
<td>• Guaranteed Maximum</td>
<td>• Pre-Established</td>
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<tr>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>– Variable Bid</td>
<td>– Variable Bid</td>
</tr>
<tr>
<td>• Time &amp; Material</td>
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</tr>
<tr>
<td>• Cost Plus</td>
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<tr>
<td>• Unit Price</td>
<td></td>
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<tr>
<td>• Percentage of</td>
<td></td>
</tr>
<tr>
<td>Construction Cost</td>
<td></td>
</tr>
</tbody>
</table>
Project Delivery Process
General Guideline for Projects (Varies per Project)

- Traditional
  - Design / Bid / Build
- Construction Management
  - At Risk
  - Not At Risk
- Design-Build

Project Types
General Guidelines

<table>
<thead>
<tr>
<th>Project Type*</th>
<th>Project Size</th>
<th>Construction Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type I</td>
<td>Major Project</td>
<td>Over $2,000,000</td>
</tr>
<tr>
<td>Type II</td>
<td>Mid-Size Project</td>
<td>$625,001 to $2,000,000</td>
</tr>
<tr>
<td>Type III**</td>
<td>Small Project</td>
<td>$625,000 and Under</td>
</tr>
</tbody>
</table>

* EMU reserves the right to adjust project type definitions based on the specific project scope and needs.
** Project may consist of use of multiple T&M Vendors up to $50,000 for each.
Project Partnership Hierarchy
General Guideline Projects / Varies per Project

EMU

EMU Physical Plant — EMU Project Manager — EMU End User

General Contractor or Construction Manager — Architect, Engineer, or Consultant

Type I - Major Projects
Type I – Major Projects

• Major Projects Defined as:
  – Construction Cost Over $2,000,000
  – Significant coordination requirements between multiple trades / stakeholders;
  – Significant complexity or sensitivity requiring additional supervision or oversight

Type I – Major Projects

• Request for Qualifications Advertised by Purchasing
• RFQ Responses Received by Purchasing
• RFQ Responses Evaluated by Physical Plant and Purchasing
• Short List Recommendations
  – Developed by Physical Plant and Purchasing
  – Approval of Short List by Vice President for Business and Finance
Type I – Major Projects

- Request for Proposals Issued to Short Listed Firms
  - RFP Responses Received by Purchasing
- RFP Responses Evaluated by Designated University Representatives
- Interviews Conducted (if necessary)
- Recommendation of Award by Evaluators
- Scope Review Conducted by Plant and Purchasing (if necessary)
- University Determines Award
- Contract Award / Negotiations Conducted by Plant

Type II – Mid-Size Projects
Type II – Mid-Size Projects

• Mid-Size Projects Defined as:
  – Construction Cost of $625,001 to $2,000,000
  – Moderate coordination requirements between multiple trades / stakeholders;
  – Moderate complexity or sensitivity requiring supervision or oversight

Type II – Mid-Size Projects

• Per the Discretion of the Physical Plant the Procedure for Type I Projects may be utilized.
  - or -

• Annual Pre-Qualification Statements will be Advertised and Received once per year (generally September/October)
  – Advertisement of Pre-Qualification Issued by Purchasing
• Firms may Submit Qualifications at any time
• Qualification Responses Reviewed by Physical Plant to confirm minimum qualifications
Type II – Mid-Size Projects

• Request for Proposal Issued by Purchasing via Notification
  – Invitation to Pre-Qualified Vendors only as selected by Plant and Purchasing based on the following:
    • Qualifications Specific to the Project Scope
    • Possible current T&M Vendors
    • Rotating Basis to promote competitive bidding

Type II – Mid-Size Projects

• RFP Responses Received and Evaluated by Physical Plant and Purchasing
• Interviews Conducted (if necessary)
• Recommendation of Award by Evaluators
• Contract Award / Negotiations Conducted by Plant
Type III - Small Projects

Type III – Small Projects

• Small Projects Defined as:
  – Construction Cost $625,000 and Under
  – Regular coordination requirements between multiple trades / stakeholders;
  – Regular oversight generally handled by the Project Manager
Type III – Small Projects

- Per the Discretion of the Physical Plant Project Manager the Procedure for Type I or Type II Projects may be utilized - or -
- Project Manager requests Quotations from T&M Vendors
  - Public Notification or Bidding *Not Required* – Use of Previously Bid Pre-Qualified T&M Vendors
    - Up to $50,000 or Bidding is Required
  - Request for Quotation made by Project Manager to T&M Vendors (Minimum 3 when possible – varies depending on contracts in place)

Type III – Small Projects

- Quotations and Proposed Work Scope Received and Evaluated by Physical Plant Project Manager
- Work Order Provided to the T&M Vendor with the “Lowest Qualified” Quotation.
- Work limited to $50,000 for each T&M Vendor
  - Type II Project Format will be Utilized When
    - Any Portion of Work is $50,001 and Over
    - Any Portion of Work Requires Moderate Coordination Per the Discretion of the EMU Project Manager
Pre-Qualifications

- Two Types of Pre-Qualifications: Annual Pre-Qualification and Project Specific Pre-Qualification
- Annual Pre-Qualification Statement
  - Evaluated for Basic Minimum Requirements:
    - Area of Expertise (General Contractor, Carpentry, Masonry, Electrical, Mechanical, etc.)
    - Other Basic Corporate Information
  - Annual Pre-Qualification is utilized to develop list of interested Vendors with minimum competency required to work at EMU.
  - Annual Pre-Qualification is *not ranked and does not determine level of qualification of a firm or professional*.
- Project Specific Pre-Qualification
  - Contractors will be fully evaluated on a project by project basis upon the receipt of a Proposal in response to a RFQ or RFP.
Evaluation of Proposals
Project Specific

• Reviewed and Awarded on a “Best Value” Qualifications Based System:
  – Professionalism and Completeness of Response
  – Qualifications as Related to this Specific Project
    • Quantitative Evaluation
    • Qualitative Evaluation
  – Fee/Cost Proposal

• All Proposals Received will be Evaluated

• Evaluations are Based on:
  – The Information Received in the Proposal
  – Selection Criteria Spelled out in the RFQ / RFP.

Project Specific Qualifications
Evaluations - Typically Type I Projects

<table>
<thead>
<tr>
<th>Quantitative</th>
<th>Qualitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Corporate Project Experience</td>
<td>• Professionalism</td>
</tr>
<tr>
<td>– General Experience</td>
<td>– Completeness / Appearance</td>
</tr>
<tr>
<td>– Similar Experience</td>
<td>• Project Team</td>
</tr>
<tr>
<td>– Quantity of Projects</td>
<td>– Personnel / Resumes</td>
</tr>
<tr>
<td>– % of Total Work</td>
<td>– Hierarchy / Organization</td>
</tr>
<tr>
<td>• Fee / Cost Proposal</td>
<td>– General Project Experience</td>
</tr>
<tr>
<td>– Total Cost</td>
<td>– Similar Project Experience</td>
</tr>
<tr>
<td>– Inclusions / Exclusions</td>
<td>• Project Understanding</td>
</tr>
<tr>
<td></td>
<td>– Letter of Understanding</td>
</tr>
<tr>
<td></td>
<td>– Work Plan</td>
</tr>
<tr>
<td></td>
<td>– Schedule / Project Milestones</td>
</tr>
</tbody>
</table>
Evaluation Scoring

- Scoring of Evaluation Categories will generally follow a points based system:

  0 - The proposal/interview was silent regarding this selection criteria and did not address a proposed approach, answer/solution to meet the needs of the University.

  1 - The proposal/interview minimally addressed the selection criteria, and/or was unclear and/or vague on a proposed approach, answer/solution to meet the needs of the University.

  2 – The proposal/interview partially addressed the selection criteria, and/or the proposed approach, answer/solution did not adequately satisfy the needs of the University.

  3 – The proposal/interview adequately addressed the selection criteria and satisfied the needs of the University.

  4 – The proposal/interview marginally exceeded the selection criteria and/or defined an approach that provided an enhanced answer/solution to meet the needs of the University.

  5 – The proposal/interview excessively exceeded the selection criteria and/or defined a creative, distinct approach, that provided and enhanced answer/solution to meet the needs of the University.

- Categories will be Weighted based on Relative Importance to other categories in the project.

Sample Evaluation Form
Interviews

• Before a final selection is made, interviews may be required:
  – Often for Type I Projects
  – Sometimes for Type II Projects
  – Unnecessary for Type III Projects since these are typically a T&M quotation
  – Best Interview does not guarantee a “win” – is a accumulation of prior RFQ / RFP and Interview

• Not all Projects will require interviews. This is left to the discretion of the University.

Post Proposal Scope Review

• After Evaluations are Complete, the University may conduct Scope Reviews:
  – Verification of Submitted Proposals
  – Verification of Project Understanding
  – Pre-established questions to aid in verification
  – Fee/Cost Proposals may only be adjusted with a clearly defined modification in scope – no “bid shopping”, “bid rigging”, or “auctioning”
Post Proposal Scope Review

• Not all firms will have a scope review – this depends on the project and quantity of bidders
  – The Contractor(s) selected to have a scope review is per the discretion of the University

Capital Summary
# Operations & Maintenance Overview

## Contracting Types

### Capital
- **Construction & Renovation**
  - Fixed Price Bid
    - Lump Sum
    - Not-To-Exceed
    - Guaranteed Maximum Price
  - Variable Bid
    - Time & Material
    - Cost Plus
    - Unit Price
    - Percentage of Construction Cost

### Operational
- **SSM (Service, Supplies, & Maintenance)**
  - Fixed Price Bid
    - Commodity Price
    - Unit Price
    - Pre-Established
  - Variable Bid
    - Time & Material
    - Cost Plus
<table>
<thead>
<tr>
<th>Services and Supplies</th>
<th>Maintenance</th>
</tr>
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<tbody>
<tr>
<td>• Time and Materials</td>
<td>• Commodity</td>
</tr>
<tr>
<td>• Time</td>
<td>• Utilities</td>
</tr>
<tr>
<td>• Material</td>
<td>• Time and Material</td>
</tr>
<tr>
<td>• Pre-Established Services</td>
<td>• Projects</td>
</tr>
<tr>
<td>• Services</td>
<td>• Maintenance</td>
</tr>
<tr>
<td></td>
<td>• Emergency Repairs</td>
</tr>
<tr>
<td></td>
<td>• Unit Price</td>
</tr>
<tr>
<td></td>
<td>• Projects</td>
</tr>
<tr>
<td></td>
<td>• Materials</td>
</tr>
</tbody>
</table>
Service and Supplies

• Time and Materials Contract RFP’s will be Released by Purchasing as needed
• Contract for One to Five Years
  – Public Advertisement of RFP Issued by Purchasing
    • Purchasing Department Web Site
    • Notification to known Vendors on Purchasing list

Service and Supplies

• RFP Responses Received and Evaluated by Physical Plant and Purchasing
• Time or Materials Contracts Awarded
  – Primary Supplier Only
  – Best Value
    • Price
    • Qualifiers in RFP
    • Support Services
Service, Supplies and Maintenance

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>• Time and Materials</td>
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T&M Qualifications / Proposals

• Time and Materials Contract RFP’s will be Solicited by Purchasing as needed
  – Contract for One to Five Years

• Public Advertisement of RFP Issued by Purchasing
  – Purchasing Department Web Site
  – Trade Publications (CAM, CNS, etc.)
  – Other Publications deemed necessary by Purchasing / Plant
  – Notification to previous T&M Vendors
T&M Qualifications / Proposals

• RFP Responses Received / Evaluated by Physical Plant and Purchasing
• Anticipated Three (3) T&M Contracts per Discipline Awarded if Possible

Operation & Maintenance Summary
Conditions for Payment Overview
Capital, Operations & Maintenance Contracts

Capital Contracts

*Before work begins:*
- Signed Contract
- EMU Purchase Order (Required)
- W-9 on file with EMU (Request for taxpayer info)
EMU Purchase Order

Capital Contracts

*Payment Request:*

- AIA Application for Payment Form (G702)
  - Must include schedule of values (G703)
  - Appropriate Retainage (Project Specific)
  - Owner’s Purchase Order Number
  - Owner’s Contact (Project Manager)
Capital Contracts

- AIA Application for Payment (cont.)
  - Supporting Documentation
    - Subcontractor Invoices
    - Time Sheets Detail of Hours
    - Material Invoices
    - Sworn Statements as Required by Contract

Operations and Maintenance

Before Work Begins:
- Signed Contract
- Purchase Order
- W-9 on file with EMU (Request for taxpayer info)
- EMU Work Order (Time & Materials)
Operations and Maintenance

Payment Request:

- Invoices Must Include:
  - EMU Work Order Number (Time & Materials)
  - Purchase Order Number
  - EMU Contact (Project Manager)
  - Supporting Documentation
    - Time Sheets (Detail of hours)
    - Material Invoices

Conditions for Payment Overview

Timely Payments:

- Send Invoices to Physical Plant
  Attn: Tracey McDonald, Administrative Secretary
- Application/Invoice Complete and Accurate
- Approved by Project Manager
- ACH Transfer directly to your Bank
Questions or comments for Capital Projects, contact:

Robin Piach
rpiach@emich.edu

Questions or comments for Operations and Maintenance, contact:

Marsha Downs
mdowns@emich.edu

Eastern Michigan University

Creating Opportunities
to continue
“Providing the Environment for Education First”
Chief Government Relations and Special Projects Officer
Freman Hendrix

EMU Foundation
Associate Vice President of Development
Ron Miller
Our Mission

The Eastern Michigan University Foundation, through collaborative relationships with individuals, corporations, foundations and other organizations, creates opportunities that will provide additional support to the students, programs, services and educational community of Eastern Michigan University.

Industry Partnerships

• We believe the long-term success of EMU and our surrounding communities can be enhanced by the creation of strong industry partnerships focused on pursuing areas of mutual benefit.
Partnerships help:

• jointly identify and pursue areas of common interest and alliance.

• ensure we understand industry expectations of EMU and our graduates.

• provide a venue for representatives, from companies that are committed to EMU, to be more involved.
Partnerships help our students by providing needed:

- industry perspectives on academic offerings.
- industry leadership participation on program advisory boards.
- adjunct professors.
- philanthropic investment.
- employment opportunities.
- internship opportunities.
- mentorship opportunities.

Benefits to Industry

• Promotion of your business brand and products.
• Opportunities to recruit graduate and student labor.
• Invitations to cultural, sporting, and academic events.
• Opportunities to serve on program advisory boards.
• Facilitate continuing education opportunities for your company’s employees.
• TJ Nelligan – Chairman & CEO
• Tim Hofferth – President & COO
• Mike Palisi – Senior Vice President
• Thomas Varga – Vice President

• On Campus at Eastern Michigan:

• Kevin Bryant – General Manager

• Dedicated to building long-term relationships with clients
  – Exceptional management of the properties represented
  – Maximizing revenue growth through our corporate relationships.

• Ball State
• Brown University
• The Capital One Bowl
• The Champs Sports Bowl
• Colonial Athletic Association
• Colorado State
• University of Delaware
• Drexel University
• Eastern Michigan University
• Fairfield University
• Florida Atlantic University
• George Mason University
• Georgia State University
• Hofstra University
• Horizon League
• Indiana State University
• James Madison University
• Jimmy V Classic

• University of Louisville
• Marquette University
• Middle Tennessee State University
• Northeastern University
• Old Dominion University
• The Pac-10 Conference
• Princeton University
• Providence College
• Rutgers University
• Towson University
• University of North Carolina at Wilmington
• Virginia Commonwealth University
• West Virginia University
• The College of William and Mary
• University of Wisconsin-Green Bay
• Wright State University
College Sports Audience

- Nearly $100 billion a year spent on consumer goods and services by college students
- Attendees average household income exceeds $100,000
- Attendees - over 70% own their own homes
- Attendees - over 69% own two or more cars
- Attendees - over 30% have children
- 50% of Fans have attended or graduated college
- Alumni income 30% above national average
- Alumni develop lifelong affinity to their school/sport

Consumer Promotions
Internal Sales Incentive Programs
Consumer Advertising
Trade Incentive Programs
Equity Transfer
Business-to-Business Sales (University Community)
Campus Wide Marketing

• Nelligan Sports Marketing has developed, as part of its unique partnership model, a campus-wide marketing program to maximize revenues for collegiate institutions and their partners.
  – Fosters long-term corporate relationships
  – Furthers institutional initiatives
  – Promotes the brands of the College/University and its corporate partners

Campus Wide Marketing

• Campus-Wide Marketing is not a traditional sports sponsorship or marketing partnership.
• Campus-Wide Marketing represents a totally new paradigm in University-Vendor relationships where all university marketing assets are utilized to build a mutually beneficial relationship between the collegiate institution and its major partners.
• Provides the University partner with the ability to meet corporate initiatives and dramatically affect market share in a positive way.
Campus Wide Marketing

- Institution is provided with additional means of addressing critical initiatives in many areas including:
  - philanthropy & development;
  - marketing & public relations;
  - student development;
  - internships & externships; infrastructure; and technology.

- Campus-Wide Marketing has proven to be successful time and again for both the institution and its corporate partner; irrespective of the size of the institution/corporate partner or its geographic location.

Corporate Marketing Program
Signage Opportunities
Corporate Marketing Program
Additional Opportunities

• Radio
  – The Flagship station of EMU Athletics is the 16,000 watt, WEMU 89.1 FM
    • Live-reads during all EMU football and men’s and women’s basketball broadcasts
    • Sponsor of a feature in all EMU football and men’s and women’s basketball broadcasts (i.e., The starting line-ups brought to you by sponsor, the sponsor play of the game)

Corporate Marketing Program
Additional Opportunities

• Print
  – One (1) full-page, four color advertisement
Corporate Marketing Program
Additional Opportunities

• Unique Opportunities
  – Game Sponsorships
  – Hospitality Events
  – In-game promotions
  – Tabling/Couponing
  – Internet advertising
  – Giveaways
  – Tickets

Thank You for Attending