




What we need to build your event

Bring what you have. The platform works with whatever you give us. Nothing here is required to publish — items are tagged so you know what matters most.

 **Essential** — page can't render without it








 **Recommended** — okay vs. professional

 **Optional** — polish



The Event

Your brand, dates, venue, registration links.




-  Name, dates, description
-  Logo (SVG or PNG)
-  Brand color (hex)
-  Registration URL
-  Hero image (1920×1080+)
-  Tagline, venue photo
-  Hashtag, gallery, docs





Sponsors

Companies funding the event. Tiered placement.

PROFILE (REUSABLE)

-  Company name, logo, website
-  Description (50–150 words)
-  Logo on dark

PER EVENT






-  Tier (Title, Gold, Silver...)
-  Custom banner, special offer





Speakers

Anyone with a speaking role. Their company logo is a speaker affiliation — never shown as a sponsor.

PROFILE (REUSABLE)

-  Name, title, organization
-  Bio (100–300 words)
-  Headshot (800×800+)
-  Affiliation logo, LinkedIn
-  Pronouns, short bio

PER EVENT



-  Role, sessions
-  Bio override (this event)





Partners, Media & Exhibitors

Organizations involved but not paying sponsors — community partners, media, exhibitors.

PROFILE (REUSABLE)

-  Name, logo, website
-  Description (30–100 words)

PER EVENT

-  Type (media / community / exhibitor)
-  Booth #, one-line pitch

A note on logos

A speaker's company logo and a sponsor's logo are different things. Both live in our system, but only sponsor logos appear in sponsor grids. A speaker's affiliation logo only shows on their bio card and session intro slide. The exception: when a speaker's company is also a paying sponsor, we link them so the logo shows in both places automatically.

Reusable across years

If you're returning to Quill Roster, sponsor and speaker profiles carry forward. Only the per-event details (tier, role, sessions) are fresh. Most events reuse 80% of last year's data.