



DONATION/SPONSORSHIP REQUEST FORM

PLEASE PROVIDE THE FOLLOWING INFORMATION AND MAIL OR FAX TO THE ADDRESS BELOW.

Name of organization/charity: _____ Date: _____

Website: _____ Contact: _____ Email address: _____

Is organization a 501(C)(3) YES NO Tax ID# _____

Is organization supported by United Way YES NO Is organization supported by a church or national organization YES NO

Please describe your organization's purpose (attach additional information): _____

Name/Purpose of Event: _____

Date/Time of Event: _____ / Location of Event: _____

Goal of Event and benefit to community: _____

Number of years event has been held: _____ Expected attendance: _____ Financial goal: \$ _____

Please list other major sponsors: _____

What are you requesting from the SunHerald? (Be specific) _____

Do you have specific sponsorship pages available? YES, they are attached NO

If you are requesting donated advertising, will you provide ready-to-print art? YES NO Contact: _____

Timeframe in which the ad(s) should appear: _____

Sponsorship benefits to SunHerald (example: banner or booth at event, reserved table, logo on signage, etc.): _____

Has the Sun Herald or any of its brands sponsored this event before or made in-kind or cash donations? NO YES _____

What are other media sponsors providing? _____

Are you purchasing any advertising anywhere? NO YES

(Explain:) _____

Sponsorship Request Guidelines:

- Donation or sponsorship requests must be submitted in writing at least 60 days prior to event.
- Request must be in writing and include the information specified above.
- All requests will be reviewed and responded to accordingly.

PLEASE PROVIDE THIS INFORMATION

YOUR NAME: _____

YOUR EMAIL: _____

PHONE: _____ FAX: _____

FAX OR MAIL TO THE ADDRESS BELOW