



COMMUNITY SPONSORSHIP REQUEST FORM

Please complete form and e-mail to visitorbureau@huestonwoodsvisitorsbureau.com

GENERAL INFORMATION

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Is organization membership based? Yes No

Is the organization 501(c)3? Yes No

How many members in organization _____

Has the Visitors Bureau Hueston Woods Region provided sponsorships for this organization in the past? Yes No

Please describe the purpose and mission of the organization:

EVENT/PROJECT DETAILS

Name of Event/Project: _____

Date(s): _____

Location: _____

Amount Requested: \$ _____

Please describe the event/project. Include details such as who is the target audience, expected number of attendees, and number of volunteers.

List any other sponsors of the event/project

PROMOTION OF THE EVENT/PROJECT

How will the event/project be publicized? Choose all that apply.

Television Radio Print Advertising Social Networks Internet

Other: _____

Please list any other forms of marketing such as invitations, brochures, banners, and programs:

Will the Visitors Bureau Hueston Woods Region name and logo be used? Yes No
Describe how many times, where, and when the name and logo will be used:

Will there be an opportunity for the Visitors Bureau Hueston Woods Region to distribute any marketing collateral such as brochures, promotional materials, and etc.?
Yes No

If Yes, please describe where, when, and how the Visitors Bureau Hueston Woods Region can distribute marketing materials: _____

At the Visitors Bureau Hueston Woods Region we believe in creating partnerships with organizations that are mutually beneficial. We value community support and our goal is to be a respected organization in our communities. Thank you for taking time to complete this sponsorship request. We will review this information and provide our decision within 2-4 weeks.

Your signature: _____

Print Your Name _____

Title: _____

Date: _____

E-mail completed form [to kindra128@gmail.com](mailto:kindra128@gmail.com)

----- INTERNAL USE ONLY -----

Visitors Bureau Hueston Woods Region Board member approval:

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____