



# Special Event Sponsorship Request Form



Return through Division Chief  
to Commercial Sponsorship  
Division Chief Must Sign

Division Chief Signature \_\_\_\_\_

Facility \_\_\_\_\_ POC \_\_\_\_\_ Tel# \_\_\_\_\_

Division Chief / Signature (Required) \_\_\_\_\_ Today's date \_\_\_\_\_

1. Event / program name: \_\_\_\_\_

2. Event date: \_\_\_\_\_

3. Event site / location: \_\_\_\_\_

4. Event time: \_\_\_\_\_

5. Estimated attendance numbers: \_\_\_\_\_

6. Who attends? (Trainees, permanent, retirees, children, civilians, etc.) \_\_\_\_\_

7. Type of sponsorship requested: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ For \_\_\_\_\_

Products: \_\_\_\_\_ Services: \_\_\_\_\_

8. Cost avoidance (If you had to purchase this item/service, what would the cost be?) \_\_\_\_\_

9. Past Sponsors: \_\_\_\_\_

10. Who are your top 10 vendors?

Vendor Name #1 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #2 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #3 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #4 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #5 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #6 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #8 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Vendor Name #10 \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

11. Sponsor suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ANSWER FOR EVALUATION**

12. Does this event:

Make money? \_\_\_\_\_ How? \_\_\_\_\_

If sponsorship was not provided would you purchase this item or service? \_\_\_\_\_

Maintain the quality of life for the post community? \_\_\_\_\_ How? \_\_\_\_\_

13. How much money did this event make last year? \_\_\_\_\_

\_\_\_\_\_

(For Office Use Only)

Jessie S. Stevenson

Commercial Sponsorship Coordinator

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