

[INSERT COMPLETE ORGANIZATION NAME]

[INSERT COMPLETE ORGANIZATION ADDRESS]

[INSERT COMPLETE ORGANIZATION CONTACT DETAILS]

**EVENT**

**SPONSORSHIP PROPOSAL**

[INSERT MONTH DAY YEAR]

[INSERT NAME OF RECIPIENT]

[INSERT POSITION/TITLE OF RECIPIENT]

[INSERT COMPANY NAME OF RECIPIENT]

[INSERT COMPLETE ADDRESS OF RECIPIENT]

**SUBJECT: Event Sponsorship Proposal**

Dear Mr./Ms./Mrs. [INSERT RECIPIENT SURNAME],

Greetings!

We at [INSERT ORGANIZATION NAME] are grateful for your continuous support and trust in our organization. For the past [INSERT PERIOD], with your company’s support, we have assisted [INSERT NUMBER] children and teens in their academic concerns in [INSERT NUMBER] varied events. We are currently hoping that your company will grace our organization with the same support. Hence, we are sending you this sponsorship proposal for an upcoming event on [INSERT MONTH DAY YEAR].

As always, our organization is focused in promoting health and wellness among children and teens within the community. We are currently organizing [INSERT EVENT DETAILS], with activities such as sports fest and medical missions. We know that your company desires to give back to the local community where your office is currently located. Sponsoring this event will be a great opportunity for you to carry out your social responsibility by bringing inspiration and hope to the children and teens who will be participating in this event.

Here’s how you can sponsor for the event:

|  |  |  |
| --- | --- | --- |
| **Sponsorship Amount** | **Level** | **Sponsorship Benefits** |
| USD 0.00 | Level 1 | [INSERT DETAILS] |
| USD 0.00 | Level 2 |  |
| USD 0.00 | Level 3 |  |

If you are amiable to the request, please sign the proposal acknowledgment/approval form at the end of the enclosed proposal and deliver it back to us at your convenience.

If you have further concerns and inquiries, you can contact me through [INSERT CONTACT DETAILS], with information on your donation amount. We thank you for your time and consideration.

Sincerely,

[INSERT NAME OF SENDER]

[INSERT POSITION/TITLE OF SENDER]

[INSERT COMPLETE ADDRESS OF SENDER]

**ABOUT OUR ORGANIZATION**

[INSERT ORGANIZATION NAME] is a non-profit organization with the desire to make a difference in the community and to make the world a better place for children and teens to live in. Over [INSERT TIME PERIOD], the organization partners with different businesses like yours to provide an opportunity for you to connect and give back to the community by showing support to the health and wellness of community children and teens. The organization is led by [INSERT FOUNDER NAME], an environmental and health awareness enthusiast.

**EVENT BACKGROUND**

The event is periodically organized every [INSERT TIME PERIOD]. Our last event attracted over [INSERT NUMBER] adults, children, and teens who participated in various health and wellness activities like sports fests and medical missions. On [INSERT MONTH DAY YEAR], the organization is preparing a much larger venue at [INSERT LOCATION]. This event is a great opportunity for both the organization and your company to share and give back to the community, as well as promote each of our entity’s best interests to the participants.

**SPONSORSHIP LEVELS AND PACKAGES**

You can use the table below as reference, if you decide to participate and sponsor the event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Level Aspects** | **Level 1** | **Level 2** | **Level 3** |
| Contribution Amount | USD 0.00 | USD 0.00 | USD 0.00 |
| Booth Space | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |
| VIP Tickets | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |
| Standard Tickets | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |
| Naming Rights on Event | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |
| Brand Promotion | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |
| Print Media Benefit | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |
| Visual Media Benefit | ☐ Yes☐ No | ☐ Yes☐ No | ☐ Yes☐ No |

**ADDITIONAL TERMS AND CONDITIONS**

The following are additional terms and conditions for your company to consider becoming a sponsor of the event.

1. The donation must be made to the organization on or before [INSERT MONTH DAY YEAR] through any of these payment methods:
* [INSERT PAYMENT METHODS]
1. Once your company agrees to become a sponsor for the event, your sponsorship will only be terminated on the last day of the event which is on [INSERT MONTH DAY YEAR].
2. If the event is cancelled due to reasons beyond the control of the organization, refunds will be granted to your company following these terms:
* [INSERT REFUND TERMS]
1. As a sponsor, your company is free to promote your products and services as long as it is relevant to the set event theme and does not interfere with the event activities.

If you decide to become a sponsor, please fill out the form below and submit this form to the organization on or before [INSERT MONTH DAY YEAR] at your most convenient time through [INSERT SUBMISSION DETAILS].

**PROPOSAL ACKNOWLEDGMENT/APPROVAL FORM**

The undersigned hereby understands all data and information provided in this proposal and hereby accepts the terms and conditions contained herein. Furthermore, the undersigned agrees to comply with its obligations relative to the proposal within [INSERT TIME PERIOD], after submission of this proposal acknowledgment/approval form.

|  |  |
| --- | --- |
| **Sponsorship Package:** |  |
| **Name of Company:** |  |
| **Name of Undersigned:** |  |
| **Position/Title:** |  |
| **Contact Details:** |  |
| * **Telephone Number:**
 |  |
| * **Fax Number:**
 |  |
| * **Email Address:**
 |  |
| **Authorized Signature:**  |  |
| **Date Signed:** |  |