Sponsorship Request Form

A Sponsorship Request Form must be submitted 90 days prior to event.

E-mail sponsorship requests to [27SOFSS.FSK.MarketingTeam@us.af.mil](mailto:27SOFSS.FSK.MarketingTeam@us.af.mil). **Do not use/CC marketing staff us.af.mil e-mail addresses.** Requests will be received in the Marketing ORG Box and routed to the appropriate staff member to work with you and complete your request.

All information is necessary.

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| Submission Date: |  |
| Facility: |  |
| POC Name: |  |
| POC Phone: |  |
| Sponsorship Amount requested: |  |
| Activity/ Event Title: |  |
| Activity/ Event Date: |  |
| Start Time/ End Time: |  |
| Location: |  |
| Expected Attendance:  *(example: 50-100)* |  |
| Target Market:  *(be specific i.e. families, singles, age-group, officers, enlisted, etc. – to include numbers of each.)* |  |
| Description of Event: *Please include as much information as possible.* |  |
| Description of event cont’d: |  |
| What will sponsorship be used for?  *(i.e. door prizes, t-shirts, food, etc.)* |  |

**SPONSORSHIP INTENDED USE**

|  |  |  |
| --- | --- | --- |
| **ITEM:** | **QUANTITY:** | **INCLUDED IN BUDGET?**  (If ‘Yes,’ indicate amount budgeted) |
|  |  | No  Yes  Amount: |
|  |  | No  Yes  Amount: |
|  |  | No  Yes  Amount: |
|  |  | No  Yes  Amount: |

**SUGGESTED VENDOR CONTACTS**

|  |  |  |
| --- | --- | --- |
| **NAME:** | **PRODUCT/SERVICE:** | **CONTACT INFORMATION**  (include e-mail and phone) |
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