



Special Event Sponsorship Request Form



Return through Division Chief
Return to Commercial Sponsorship Director
Division Chief must sign

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 Venders?

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 #7: _____

Address: _____

Telephone: _____ Fax: _____

Vendor Representative: _____

Vendor Name #8: _____

Address: _____

Telephone: _____ Fax: _____

Vendor Representative: _____

Vendor Name #9: _____

Address: _____

Telephone: _____ Fax: _____

Vendor Representative: _____

Vendor Name #10: _____

Address: _____

Telephone: _____ Fax: _____

Vendor Representative: _____

11. Sponsor Suggestions: _____

PLEASE ANSWER FOR COMMITTEE EVALUATION

12. Does this Event: _____ Make Money? How? _____

_____ Need Sponsorship to Offset normal Costs? How? _____

_____ 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
3392 Magruder Ave., Fort Jackson, SC 29207
(803)751-4317