**Sponsorship Proposal**



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(Sender Last Name)

(Sender Company)

Prepared for:

(Client First Name)

(Client Last Name)

(Client Company)

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# About

[Event. Name]  
[Event. Date]  
[Event. Location]

The annual [Event. Name] is our marquee event, which attracted over number of attendees people last year. This year is going to be bigger and better because of:

Write here

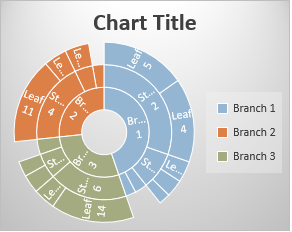
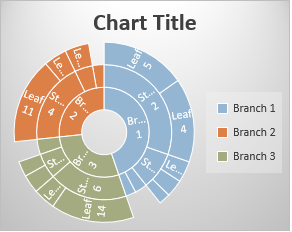
Write here

Write here

According to our survey, 20% of our attendees are your clients. [Event. Name] is an opportunity to showcase your products and increase market share. But act soon – Sponsorships are now 70% full.

# Attendee Profile

When looking at “the numbers,” people generally respond better to visual stimuli. Add an infographic to break up the monotony of text in your proposal. It will bring your proposal to life and make it look even more professional.



# Event Purpose

The [Event. Name] started because we decided the best way to solve this problem is to engage people. Since then, it has helped to grow interest.

We have come a long way, but we still need your support. Your generous contribution will help us extend our mission.

# Event Video

Sometimes words and pictures just can’t do justice for what you can offer to a sponsor. This is where you may want to add a video. Videos are a good way to keep the text portion of your proposal short, while still providing a prospective sponsor with a lot of informational content about your event and how they can benefit from it. Just remember to keep your video as succinct as possible.

# Sponsorship Packages

|  |  |  |
| --- | --- | --- |
| GOLD SPONSOR | SILVER SPONSOR | BRONZE SPONSOR |
| Naming Rights to the event |  |  |
| Live plugs in opening & closing speech |  |  |
| Brand promotion on Swag |  |  |
| 20 VIP tickets |  |  |
| Booth Space |  |  |

# Feature at [Event. Name] today!

| Name | Price | QTY | Subtotal |
| --- | --- | --- | --- |
| Gold Sponsor | $5,000.00 | 1 | $5,000.00 |
| Silver Sponsor | $3,000.00 | 1 | $3,000.00 |
| Bronze Sponsor | $1,000.00 | 1 | $1,000.00 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| Subtotal | | **$5,000.00** | |
| Discount | | **$0.00** | |
| Tax | | **$0.00** | |
| **Total** | | **$5,000.00** | |

# Sponsorship Terms & Conditions

This [Event. Name] Sponsorship Contract (the “Contract”) states the terms and conditions that govern the contractual agreement between [Client. Company] having its principal place of business at [Client. Address] (the “Sponsor”), and [Sender. Company] (the “Host”) who agrees to be bound by this Agreement.

WHEREAS, the Host is conducting [Event. Name], on MM / DD / YYYY (the “Event”); and WHEREAS, the Sponsor agrees to sponsor the Event according to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties hereto, the Company and the Sponsor (individually, each a “Party” and collectively, the “Parties”) covenant and agree as follows:

# Term/Termination

This Contract will terminate automatically upon completion of MM / DD / YYYY

# Changes/Cancellations

Any changes made to this Contract must be made in writing and signed by all parties. If the Event is canceled, refunds are:

# Agreement

[Client. Company]  
[Client.FirstName] [Client.LastName]

[Sender. Company]  
[Sender.FirstName] [Sender.LastName]

Signature

MM / DD / YYYY

Signature

MM / DD / YYYY