

**Guidelines for submitting a sponsorship request:**

- To officially request a sponsorship from Sorenson Communications please fill out the following form in its entirety.
- Upon completion, email this form with your company/organization W-9 form as an attachment to [events@sorenson.com](mailto:events@sorenson.com).
- A member of the Sorenson Communications team will contact you upon receiving the form.
- Completing this form does not guarantee sponsorship.
- Your organization must have a Federal Tax ID (EIN) to make this request.
- Any contribution awarded does not obligate your organization in any way to utilize any of Sorenson's services or endpoints.

**Form must be submitted for review at least six (6) weeks in advance**

**Contact Information**

Requested by: \_\_\_\_\_  
Company/org. name: \_\_\_\_\_  
Company/org. status:  For-profit  Nonprofit  
Company/org. Federal Tax ID number: \_\_\_\_\_  
Company/org. point of contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone/VP: \_\_\_\_\_ Email address: \_\_\_\_\_  
Website: \_\_\_\_\_

**Sponsorship and Event Information**

Event name: \_\_\_\_\_  
Event date(s): \_\_\_\_\_  
Event (venue name, city, state): \_\_\_\_\_  
What is the expected number of attendees: \_\_\_\_\_

**What type of sponsorship are you requesting?      What other companies are sponsoring and at what amount?**

Cash, amount: _____	Name: _____	Amount: _____
In-kind, explain: _____	Name: _____	Amount: _____
Both, amount, and explain: _____	Name: _____	Amount: _____

**Promotional opportunities for Sorenson**

Logo and/or ad placement on website and/or social media:  Yes  No  
Logo and/or ad placement in program book:  Yes  No  
Exhibit booth:  Yes  No  
Is the ad black and white or color? \_\_\_\_\_  
File format to be delivered (JPEG, PDF, etc.) \_\_\_\_\_  
What are the ad dimensions? (8.5" x 11", etc.) \_\_\_\_\_  
What is the ad submission deadline? \_\_\_\_\_

**Additional information, comments, questions, and requests**