



**Sponsorship Request Form**

Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Sponsorship:    Monetary (Cash)       Marketing (In-kind)       Man-power (Volunteer)

Event Description:

What type of organization is this? Please attach mission statement.

- City Agency
- Non-profit
- For-Profit
- Community Group

Cash Sponsorship? Fill in below. *(Please note: The requested amount should exceed no more than \$200 per event.)*

Total amount requesting? \$\_\_\_\_\_

How will the funds be used?

In-kind Donation? Fill in below. What type and what will the items be used for?

*If approved the event must:*

1. Must include CPP logo in any marketing materials for events. *(Included but not limited to flyers, social media, and swag).*
2. The event must be open to public (open to families).

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_