



## Donation/Sponsorship Request Form

Thank you for your interest in a donation/sponsorship from Neuhoff Media Decatur. Your request will be carefully considered. Please keep in mind that we receive numerous requests for donations throughout the year and every effort will be made to accommodate all requests. Please note, completion of this form is a request only and does not guarantee donation/sponsorship. All requests must be received at least four (4) weeks prior to the event.

### Organization Information:

Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Event Information:

Event Contact Name \_\_\_\_\_  
Event Contact Email \_\_\_\_\_  
Event Name \_\_\_\_\_  
Event Location \_\_\_\_\_ Event Date \_\_\_\_\_ Event Time \_\_\_\_\_  
Audience Size \_\_\_\_\_ Audience Age Range \_\_\_\_\_  
Description/Reason for  
Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event  
Sponsor(s)/Underwriter(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what ways will Neuhoff Media be  
recognized? \_\_\_\_\_  
\_\_\_\_\_

What distinguishes this event from  
others? \_\_\_\_\_  
\_\_\_\_\_

Is this request for financial support? \_\_\_\_\_ Amount \_\_\_\_\_  
Is this request for promotional support? \_\_\_\_\_  
Who will be served by this  
contribution? \_\_\_\_\_  
\_\_\_\_\_

How will the success of this project be measured? \_\_\_\_\_  
\_\_\_\_\_



Please include the following with completed request form:

- A copy of Treasury or IRS letter indicating 501© (3) tax exempt status
- A list of board of directors
- Copy of agency budget for the current year
- Promotional materials publicizing the event
- Promotional materials for the organization

Please return completed form and required attachments to:

Neuhoff Media Decatur  
Attn: Debbie Bogle  
250 N. Water, Ste 100  
Decatur, IL 62523