



Community Event Participation/Sponsorship Request Form

Please use this form to request Summit DD event participation, charitable contribution or sponsorships. Requests must be submitted at least 2 weeks prior to event. See [sponsorship guidelines](#) for requirements.

Organization and Event Information

Event Name: _____

Event Date(s) : _____ Event time(s): _____

Contact Name: _____ Phone: _____ Email: _____

Address: _____

Is the event address same as the organization address?

Yes No Event Location (if different): _____

Has Summit DD previously participated in this event? Yes No

Briefly describe the event:

Approximate Number of Attendees: _____ Event Audience: _____

Are you requesting: Participation only Sponsorship Only Participation & Sponsorship

Amount requested (if sponsorship): \$ _____

Please provide (attach) details of sponsorship or event (including details needed for participating in the event):

For internal Use Only:

Fulfillment Needs:

Need to fill seats at event? Yes No

Name(s) of staff attending the event: _____

Booth at Event: Yes No

Who will work booth: _____

Logo/ad space-date due: Yes No Ad specs: _____

Submit to: Name: _____ email: _____

Promotional Item(s) needed? Yes No

Booth item needs: Table Skirt Banner Prize Wheel (if available)

Publicity needs: Website Social Media Both

Comments:

Program Code: _____ Internal Contact and extension: _____

Superintendent's Use Only:

Participation Only Approved? Yes No

Sponsorship Only Approved? Yes No Amount: \$ _____

Both Participation and Sponsorship Approved? Yes No Amount: \$ _____

Superintendent/Designee _____ Date _____