

ENMU–Roswell Sponsorship Request Form

Student Organization/Department:

Contact Name & Title:

Phone:

Email:

Sponsorship Activity Details

Name of Event/Activity:

Purpose of Sponsorship:

(What funds or support will be used for)

Proposed Sponsors (business names):

Type of Support Requested:

Monetary

Goods/Services

Other:

Sponsor Recognition (if any)

What will sponsors receive in return?

(e.g., thank-you note, updates, logo placement, etc.)

Solicitation Plan

How will you contact sponsors?

In-person

Email

Letter

Other:

Dates of Solicitation:

From

To

Compliance

I understand this request is considered **solicitation** and must be approved before contacting the businesses.

I will not begin solicitation until approval is granted.

Signature of Requester:

Date:

For Office Use Only – Office of Marketing and Public Relations

Approved

Denied

Conditions/Notes:

Director, Marketing and Public Authorized Signature

Date