



Sponsorship Request Form

Thank you for your interest in partnering with McNally Smith College of Music for your upcoming event. Please complete this Sponsorship Request Form so that we can consider supporting your event.

Please return this form to McNally Smith a **minimum of six weeks prior to the date of your event**. Contact information for returning the completed form appears at the end of this document. Because of the volume of requests that McNally Smith receives for sponsorship support, it is not possible for us to grant every request.

General Information

Name of Organization / Charity: _____

Name of Contact Person / Title: _____

Address: _____

Phone: _____ E-mail: _____

Website Address: _____ FAX Number: _____

Is this Organization a 501(c)(3): Yes No

Event Information

Name of Event: _____

Date(s) of Event: _____

Location of Event: _____

Estimated Attendance / Participants: _____ Years in Existence: _____

Brief Description of Event: _____

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Sponsorship Package Information

Please provide details regarding the various levels of sponsorship support available, and the details of the benefits at those levels.

Benefit Information	Level 1	Level 2	Level 3
Name of Level			
Dollar Commitment			
Term of Commitment (e.g., 1 year)			
Exclusivity (Event or Category)			
Tickets to Event			
Special Access (VIP, Meet & Greet, etc.)			
Media Identification - Radio			
Media Identification - TV			
Media Identification - Print			

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Sponsorship Package Information *(continued)*

Benefit Information	Level 1	Level 2	Level 3
Media Identification - Internet			
Media Identification - Other			
Identification on Posters, Flyers, etc.			
Credit in Program or Other Publication			
Stage Mentions or other On-Site Recognition			
Number of On-site Banners and Location			
On-Site Booth or Kiosk			
Media Publicity Opportunities			
Briefly Describe Other Sponsorship Benefits			

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Please explain how this sponsorship would benefit McNally Smith or provide any other information you believe is important to McNally Smith:

By signing below, the organization submitting this proposal understands that this form is not an agreement, but a request for McNally Smith College of Music sponsorship support. **Please note that if McNally Smith does not contact you with approval of a sponsorship proposal within 30 days of submission of this form, it means that the college is passing on the sponsorship opportunity.** The undersigned represents and warrants that all of the foregoing information and any attachments are true and accurate as of the date hereof.

Signature

Print Name

Print Title or Official Capacity

Today's Date

Please mail, fax or e-mail your application and relevant supporting materials to:

Marketing Department
Attention: Carolyn Salmanowicz
McNally Smith College of Music
19 Exchange St. East
St. Paul, MN 55101

e-mail: csalmanowicz@mcnallysmith.edu
FAX No: 651.291.1366

• Thank you for your interest in McNally Smith College of Music •