



Richmond Recognition
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REQUESTS FOR SPONSORSHIPS & DONATIONS

Richmond Recognition carefully considers all sponsorship proposals and donation requests to ensure they meet our business, community and marketing goals and are within our marketing budget.

We receive a large number of proposals and requests which, unfortunately, makes it difficult for us to accept every opportunity presented to us.

However, to give your request for support our thorough consideration, kindly provide us with the information requested on the following page.

Please fax or mail your request to the contact info above.

Should we be able to fulfill your request, we will contact you within a few business days to discuss this in further detail.

Kind regards.

RICHMOND RECOGNITION



REQUEST FOR SPONSORSHIP & DONATION

Description and date of the event or activity:

How Will Richmond Recognition benefit by supporting this event?

What are the Demographics of audience for the event or activity?

What type of support are you seeking? (ex. Donation, Sponsorship)

Sponsorship levels and costs associated with the sponsorship:

Deadline for sponsorship decision: _____

Contact Name: _____

Phone Number: _____

E-mail Address: _____