

SPONSORSHIP/DONATION REQUEST FORM

Eagan Insurance Agency is well-known for its community involvement and generosity to worthy causes. Although we can't contribute to every organization, we will carefully consider your request.

Instructions

Print out and complete the Sponsorship/Donation Request Form in detail. Return to Eagan Insurance by fax or email **at least six weeks before** your event or deadline. We will reply by mail, email or telephone **within seven days of your request.**

General Information

Today's Date: _____

Organization requesting sponsorship/donation: _____

Address: _____

Phone: _____ Fax: _____ Website: _____

Name of Event: _____

Date of Event: _____ Location: _____

Purpose of Event: _____

Number of participants: _____ Number of attendees: _____

Other event sponsors: _____

Sponsorship/Donation Levels (Attach any additional information):

This sponsorship/donation would benefit Eagan insurance Agency because _____

Have you contacted an Eagan employee about this event? Yes No

If "Yes", whom? _____

Has Eagan previously sponsored an event with your organization? Yes No

If "Yes", what event: _____

Is your organization a non-profit? Yes No If "Yes", non-profit number _____

Will proceeds go to a charity? Yes No If "Yes", give charity name and % of proceeds: _____

Sponsorship Contact Information

Coordinator's Name: _____

Phone: _____ Email: _____

Check should be made payable to: _____

Sponsorship Requirements

If any, please list all sponsorship requirements from Eagan Insurance (banner, advertisement, logo, etc.):

What benefits will Eagan receive? (banner display, program recognition, media promotion, tickets, etc.):

Attach additional information on promotional materials.

Eagan deadline to be included in event promotion: _____

Computer format and size specifications for Eagan Insurance logo or ad: _____

Email address and contact name to send Eagan Insurance logo:

I understand that completing this form does not constitute an agreement, but only a request for Eagan Insurance Agency sponsorship or donation. Acceptance of this completed form by Eagan Insurance Agency is not an agreement by Eagan Insurance agency to sponsor or donate to an event or organization.

Today's Date: _____

Signature: _____

Print Name: _____

Company: _____

Phone: _____

Email: _____

Thank you!

Eagan Insurance Agency
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