



Family and Morale, Welfare and Recreation Request for Commercial Sponsorship

DATE OF SUBMISSION

Marketing Department
Fort Drum 10th Mountain Division (LI) New York

GUIDELINES

Requests for Commercial Sponsorship can only be initiated by Division Cheifs.

Timelines for Sponsorship Requests: To initiate Sponsorship support for events and programs, a marketing request must be submitted at least 6 months prior to the date of the event or program. The Marketing Office cannot guarantee timely Sponsorship when requests are submitted within 90 days of event or program. The Marketing Office will set priority deadlines as needed. Priority for sponsorship requests are for MWR Category C then Category B programs and the following ACS programs: AFTB, AFAP, and AVC Annual Ceremony. Commercaill Sponsorship helps your bottom line but, is not a guarantee.

COMMERCIAL SPONSORSHIP REQUEST FORM

Please fill out the following form as completely as possible, and do not submit this form until you have complete details of your event ready to go.

Facility or MWR Program _____

Event Title _____ Date/Time Start _____ Date/Time End _____

Event Location _____ Event Info Phone # _____

Event POC _____ POC Phone # _____ POC Email _____

How will Commercial Sponsorship enhance your Event _____

Who will participate: _____

User or entry fee: _____ Why is the event being held: _____

Expected attendance volume for event? _____ Budgeted Expenses: AF: _____ NAF: _____

Specify the sponsorship requested (as much as possible): _____

Product: _____

Service: _____

Cash: _____

The entire accounting code (GLAC included) be transferred to, if approved: _____

This event has/has not been sponsored before. _____

If so, provide date of most recent sponsorship _____

Contact of previous and/or suggested sponsors:

Bussiness	Name	Phone	Address	Email

Brief description of event, as if describing to a new or desired customer:

DIVISION CHIEF	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

MARKETING MANAGER	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

MKTG-CSA log #

Office use only

Additional comments, requests, or instructions please attach in seperate document

drum.armymwr.com