

Big Sky Tent & Party Rentals

CONTRIBUTION REQUEST FORM

To receive consideration for discounted goods and services, please complete the following application. All applications must be submitted not less than 30 days prior to your event date to be properly reviewed. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate review. Please try to be as complete and concise as possible, and include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please print or type the application. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request.

Due to the high volume of requests that we receive, this procedure is the most expedient way for you to present your request and have it properly reviewed. The program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please return this application for review to josie@bigskytent.com or mail it to PO Box 4835, Vineyard Haven, MA 02568.

Today's Date: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ email: _____

Donation Request and Summary

Please summarize your organization's overall mission:

Please describe your special event:

Event Date/Time: _____

Is this an annual event? : _____

Event location:

What/who is your target audience:

How many attendees are anticipated?

Do you have other events during the year that require tents and/or party rental items?

Do you have a major or presenting sponsor? _____ If yes, who?

Please list up to 3 other sponsors and the type or amount of their donations/discounts:

1.

\$ _____

2.

\$ _____

3.

\$ _____

How do you intend to promote this event?

What can you offer to Big Sky Tents in exchange for providing discounted goods and services for your event?

- Banner placement: _____
- Advertising (print or other media): _____
- E-mail blasts: _____
- Facebook notifications: _____
- A promotional table at your event: _____
- Tickets
- Other: _____

If you are providing advertising for Big Sky Tents, please include your ad copy specifications and deadline:

Tax Exempt:

If your organization is exempt from Massachusetts Sales Tax, please provide appropriate evidence of tax-exempt status.