

Sponsorship Request Form

NVI, LLC would like to thank you for reaching out to us for support! To request a contribution for a fundraising event, please see NVI, LLC's guidelines below. If the organization and/or event meets our requirements, please provide the requested information below.

Please consider that NVI receives a large volume of contribution requests, so our current sponsorship obligations are extensive. For this reason, not all requests will be granted.

Standards

- Product donations may be given in the form of equipment, service or monetary contributions. Monetary contributions are generally set aside for key charities.
- All forms should be submitted at least **4 weeks** prior to the fundraising event or from the date the items are needed.
- A cover letter on the organizations letterhead should be submitted along with the completed sponsorship request form.
- All requests are considered, but donations are not guaranteed.
- Granted donations will be answered within 1-2 weeks of receipt. Prior non-granted submissions will not affect consideration for sponsorships.

Please answer all of the questions below.

Note: All standards **MUST** be met and the form must be accurately, and completely filled out. If the form is incomplete, the application will not be processed.

If your sponsorship is fulfilled, a company representative will contact you confirming your request.

Event Date: _____

Who Requested This Sponsorship?: _____

Organization Name: _____

Organization Contact: _____

Organization Address: _____

Organization Telephone Number: _____

Non-Profit or Tax I.D.: _____

Item(s) that you are requesting: _____

Date you need the donated item(s): _____

Event Description (please be specific, who benefits, the cause, etc.):

What type of contribution are you requesting? (ex. Money, items, etc.) _____

How many people are expected to attend the event?: _____

Number of years the event has been in progress: _____

Why do you feel our support is appropriate as a sponsor for this event?

Are you willing to list us as a sponsor? _____

If so, please list the methods of promotion or at-event advertisements: _____

What advertisement will be used for the event? (Check all that apply)

Print: Radio: Email: Mail: TV: Other: _____

Return via email:

sdimiceli@nvindt.com

Return via mail:

Sponsorship Request Form Attn: Shelby DiMiceli
2449 West Park Ave.
Gray, LA 70359

FOR OFFICE PERSONNEL ONLY

Item(s) Provided: _____

Method of Pickup: _____

Approved By: _____

Notes: _____