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| **Company Information** |
| **Name** |  |
| **Type of Agency (501(c)3, Private)** |  |
| **Address** |  |
| **Phone** |  |

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| **Point of Contact for Sponsorship** |
| **Name** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

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| **Event Details** |
| **Event Name** |  |
| **Event Date** |  |
| **Event Location** |  |

**Has First 5 San Diego sponsored the event before?**

 **Please Select**

|  |  |
| --- | --- |
| Year(s) | Dollar Amount(s) |
|  |  |
|  |  |
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| **What are the Event objectives?** |
|  |
| **Expected Number of Participants?** |  |
| **Prior Years Attendance (if applicable)?** |  |
| **Expected Number of Attendance Focused on the needs of Children 0-5?** |  |
| **Event Website (if available)?** |  |

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| **Sponsorship Details** |
| **Amount Requested? (Not to exceed $2,000)** |  |
| **How will the Funds Be used? (Remember to include a Budget Breakdown in your packet)** |
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| **How does the event align with First 5 Commission of San Diego’s** [**2020-2025 Strategic Plan**](https://first5sandiego.org/about-us/reports/first-5-san-diego-strategic-plan/) **priorities?** |
|  |

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| **What type of paid and/or unpaid advertising will be used to promote the event?** |
| **(signage, collateral, tv, radio, social media, website posts, email blasts, etc.)** |

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| **How will First 5 San Diego services be recognized or promoted at this event?** |
|  |
| **If sponsorship request is approved, requestor agrees to provide First 5 San Diego logo recognition on all marketing collateral and media opportunities.**  | [ ]  |

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| **Are there Other Event Sponsors? If yes, please list below.** |
|  |

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| **Will there be any dignitaries attending? If so, please list below and in what capacity?** |
| **Elected Officials (, Governor, Mayor, County Supervisor, Congress, Assembly, etc.)** |

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| **How will the success of this event be measured?** |
|  |

**Before Submitting this Sponsorship Packet, please be sure to review the directions below and include all items requested. Packet must be complete to be reviewed for consideration.**

**The following items have been included:**

[ ]  **Cover Letter**

[ ]  **Completed Sponsorship Packet (Pages 1-4)**

[ ]  **“Day of” Agenda (brochure/flyer)**

[ ]  **An itemized budget (be sure to include First 5 Funding)**

[ ]  **Any additional documents or information to support the sponsorship request**

[ ]  **Organizational W9**

[ ]  **California Resident form 590 or Non-Resident form 587**