

Guidelines for submitting a sponsorship request:

- Please fill out the following form in its entirety to officially request a sponsorship from Sorenson Communications.
- Upon completion, e-mail the form as an attachment to events@sorenson.com.
- A member of the Sorenson Communications team will contact you upon receiving the form.

Form must be submitted for review at least four (4) weeks in advance

Contact Information

Company/Organization Name:		Company/Org. Federal Tax ID number/Social Security number:	
Contact Name:		Title:	
Mailing Address:			
City:		State:	Zip:
Telephone/VP Number:		Fax Number:	
Email Address:		Web site:	
Do you have a Sorenson Videophone? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a Sorenson Communications employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Note: Providing your Federal Tax ID number or Social Security number does not guarantee a sponsorship.

Sponsorship and Event Information

Please indicate the category that best fits your group: <input type="checkbox"/> Organization <input type="checkbox"/> School <input type="checkbox"/> Team <input type="checkbox"/> Event/Tradeshow <input type="checkbox"/> Other, <i>please explain:</i>	
Please list the exact date(s) of the event:	What is the expected number of attendees?
Please list the name and location of the event:	
How will this event be promoted? Please explain:	
Please list all promotional opportunities for Sorenson:	
What type of sponsorship are you requesting? <input type="checkbox"/> Cash, amount: <input type="checkbox"/> In-Kind, explain: <input type="checkbox"/> Both, amount and explain:	What other companies are sponsoring and at what amount? 1.) Name: Amount: 2.) Name: Amount: 3.) Name: Amount:

Advertising Information

Will you offer logo placement on the Web?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have a program book?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you offer Sorenson ad placement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ad black and white or color?	
File format to be delivered (.JPEG, .PDF, etc.)	
What are the ad dimensions? (8 ½ x 11, etc.)	
What is the deadline for ad submission?	

Additional information, comments, questions and requests

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