



# North East Chamber of Commerce Local & Community Event Sponsorship Request Form

Event Planners: Please use this form to request any monetary or sponsorship donations toward events which benefit or promote North East commerce.

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

OR

Item(s) Requested (i.e. trophies, raffle prizes, advertisements):  
\_\_\_\_\_

**Event Details:**

Date of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Type (i.e. Festival, Tournament, Parade): \_\_\_\_\_

Provide information relative to your sponsorship request, such as event description or purpose of items needed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ hereby acknowledge that the above information is correct to the best of my knowledge and ability, and if the donation is approved, the goods and/or money will be used solely and expressly for the purpose(s) listed within this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Please Note: This information will be used by the Chamber Board to determine whether your request for sponsorship is successful. It may take up to 5 weeks to process sponsorship requests. Applying for a sponsorship does not guarantee fulfillment of request, nor is full amount requested guaranteed. Please include any supporting documentation (event flyer, Tax ID letter, etc.). North East Chamber of Commerce reserves the right to request additional information and documentation as required during the decision-making and approval process.

PLEASE SUBMIT FORMS ELECTRONICALLY TO [INFO@NORTHEASTCHAMBER.ORG](mailto:INFO@NORTHEASTCHAMBER.ORG), or mailed to:

**North East Chamber of Commerce**  
**P.O. Box 609**  
**North East, MD 21901**

Questions can be submitted via email at [info@northeastchamber.org](mailto:info@northeastchamber.org)