**This form must be completed at least 60 days prior to the due date of funds requested for the associated sponsorship, contribution and/or community event. If the form is not completed in its entirety, we will be unable to review and approve the request. \*Please include any additional paperwork and information (sponsorship levels, ad dimensions, pricing etc.) with your request.**

|  |  |
| --- | --- |
| **General Information** | |
| Organization/Business/Person(s) requesting sponsorship |  |
| Name of Sponsorship, Contribution and/or Community Event |  |
| Location of Sponsorship, Contribution and/or Community Event |  |
| Closest MedExpress Location? |  |
| Date of Sponsorship, Contribution and/or Community Event |  |
| Requested Amount and Deadline for Receipt of Funds |  |

|  |  |
| --- | --- |
| **Contact Information of Requestor** | |
| Name |  |
| Phone |  |
| Email |  |

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| **Brief description of sponsorship, contribution and/or event:** | | |
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| **Describe the impact the event, activity or organization for which you are requesting support has on the local community. Include a description of the audience served and the need you are fulfilling within the community, individuals served, services provided and recent successes, outcomes. Please include exact numbers, statistics when possible.** | | | |
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| **Creative Information** | | | |
| Logo   * Black and White or Color * Format needed (JPEG, EPS, etc.) * Deadline | |  | |
| Program Ad   * Black and White or Color * Format needed (JPEG, EPS, etc.) * Ad Dimensions * Deadline | |  | |

|  |  |
| --- | --- |
| **Events** | |
| * Insurance needed to attend? |  |
| * Will table and chairs be provided? |  |

|  |  |
| --- | --- |
| **Social Media** | |
| * Facebook Page |  |
| * Facebook Event Link |  |
| * Twitter Handle |  |
| * Hashtag |  |

In order to ensure your request is reviewed in a timely manner, please ensure the following documents have been completed and submitted along with this form (all of which can be downloaded from medexpress.com/CommunityConnections.aspx):

* W9 Form
* Vendor Form