DATE

NAME

COMPANY

ADDRESS

CITY, STATE ZIP

RE: Event Sponsorship

 **EVENT NAME**

Thank you for your offer to sponsor our upcoming event. As discussed, you will be sponsoring at the level of **$AMOUNT.**

Your position as a sponsor entitles your company to certain benefits:

* Your company logo placed on a special Promotions page and the Home page of our

 chapter website for one month

* A link through your logo to your company’s website
* Promotion in all announcements related to the event
* Your company logo placed on all tabletop displays at the event

* Introduction of your company representative(s) at the event

Please pay online at [xxxxxxx](http://www.rims.org/Broward) (click Meetings/Events for the payment option) or mail your check to the following address:

Please sign the acknowledgement below and fax to xxxxx at your earliest convenience. Thank you again for your continuing support of the RIMS xxxxx Chapter.

*By my signature below I acknowledge that I am an authorized representative of my company, and agree to provide sponsorship at the level stated above.*

Signature Date

Name Printed