

# Dragoon's Farm Equipment

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## Application for Donations/Sponsorships

Dragoon's Farm Equipment takes great pride in supporting the communities we serve. All applications must be submitted at least eight weeks before your event date to allow for proper review and inclusion on our agenda. We understand your commitment and dedication to your organization, and to give your request the in-depth consideration it deserves, this lead time is required for adequate evaluation.

**The Donation Committee will review your application, and accepted applications will be notified via email.**

Our donation/discount request form is brief and specific—please complete it thoroughly so that all pertinent information is readily available. You are encouraged to include any supporting literature or a brief cover letter outlining your intentions and goals.

Please print or type the application, and be sure to sign it at the bottom. As contributions and discounts cannot be guaranteed from year to year, organizations must resubmit the application for each new request. Due to the high volume of submissions, this process ensures your request is presented and reviewed efficiently.

This program is part of our annual marketing and advertising budget. As such, we have reasonable expectations that approved donations will offer us opportunities to develop future business with event attendees or supporters. Any assurances you can provide in this regard will enhance our consideration of your request.

Please email, or mail your completed application to the address below. Verbal requests will not be considered.

If you need assistance completing the form, please call (518) 324-7840.

[Libby@taylorrentalny.com](mailto:Libby@taylorrentalny.com)

**Marketing Department**

108 Hammond Lane

Plattsburgh, NY 12901

# Donation/Sponsorship Form

## GENERAL INFORMATION

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Organization Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

## THE EVENT

Name of Event \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Est. # of Attendees \_\_\_\_\_

Location \_\_\_\_\_

Annual Event? \_\_\_\_\_ Since What Year? \_\_\_\_\_

Type of Event (i.e. dinner, festival, fun run) \_\_\_\_\_

How does this event benefit our community? \_\_\_\_\_

How do you intend to promote the Event? \_\_\_\_\_

## THE DONATION

What type of donation/discount is requested? Donation of prize? \_\_\_\_\_ Or \$ Discount? \_\_\_\_\_

Please list items \_\_\_\_\_

Will Taylor Rental be promoted with the Event if a donation or discount is provided? \_\_\_\_\_

If yes, in what manner? \_\_\_\_\_

Is camera ready artwork needed? \_\_\_\_\_ If yes, by what date? \_\_\_\_\_

In exchange for any approved donation or discount, would your organization be willing to do any of the following:

\_\_\_\_\_ Provide us a sponsorship equal to the value of the donation

\_\_\_\_\_ Provide us a table or attendee tickets equal to the value of the donation

\_\_\_\_\_ Provide us the attendee list with contact information

\_\_\_\_\_ Recognize us from the podium during your event

\_\_\_\_\_ Are we permitted to publish a press release recognizing our support of your event, after approval from your organization.

\_\_\_\_\_ Are we permitted to mention and/or showcase pictures about the event/sponsorship in their marketing materials, after approval from your organization