

Sponsorship Manager's Report

Name of event: _____

Location of event: _____

Sponsorship manager: _____ Phone: _____

Date(s) of event: _____

Number of sponsors involved: _____

Sponsors' names and involvement with event:

Name	Event	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommendation for next year:

A listing of all VIPs and other sponsor representatives who attended or participated in the event:

Attachments: On-site photographs, video tapes, etc.
 Copies of sponsorship agreements

Any additional questions, please call _____

Thank-yous:

Signed by	Recipient (sponsor)	Date Sent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Final mementos:

Signed by	Recipient (sponsor)	Date Sent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Wrap-up meeting date: _____