



SPONSORSHIP / DONATION APPLICATION FORM

Please return applications to:

Port of Townsville
 PO Box 1031
 Townsville Qld 4810
 Facsimile: (07) 4781 1525

Please complete the application as thoroughly as possible. Once you have completed this form, please sign the form and attach the requested information. The application should be mailed to the address indicated at the top of the page.

Applications will be assessed against the Port of Townsville Sponsorship and Donation policy. Unfortunately there are limited sponsorships/donations that the Port of Townsville can participate in each year. Preference will be given to applications that are most appropriate in terms of the assessment criteria and most suited to the Port of Townsville's mission, goals and objectives.

Name of Company / Organisation:

Name of Director / CEO:

Postal Address:

Sponsorship/Donation Contact Person Details:

Title:

Surname:

Given Name/s:

Phone:

Facsimile:

E-mail:

Briefly describe your organisation and your Mission Statement:

Please indicate what type of request this is for: Sponsorship Donation

Please provide a concise description of how the sponsorship/donation will be used:

What is the total amount of your request: \$ _____

Event Location and Date(s) if Applicable: _____ / _____ / _____

Estimated Attendance: _____

Has the Port of Townsville provided any support to your organisation in the past? Yes No

If yes, please provide details:

Describe the project(s) and/or event(s) that will be included in this sponsorship/donation request (e.g. dinner, meetings, special events, conference etc):

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How will this sponsorship/donation benefit your organisation?

Briefly explain how involvement with your organisation will benefit the Port of Townsville:

What recognition will the Port of Townsville receive? (Please tick all that apply and provide explanations below each item)

- Newspaper Advertisement (please indicate name of publication(s) and frequency)

- Newsletter / Magazine / Annual Report (please indicate publication type, distribution quantity, audience etc)

- Television / Radio Advertisement (please indicate stations(s) and frequency)

- Media Release

- Event Invitations, Flyers, Posters etc (please indicate type and distribution quantity)

- Event Signage / Banner

- Web site (please indicate type of recognition)

- Media Release

- Other (please specify)

Please attach the following documents / information if applicable to your organisation / request:-

- A list of all levels of corporate sponsorship for each event requested, including details of sponsorship benefits and recognition at each level.
- Brief background of other sponsors for this event, including rights-holders.
- Project or event budget.
- Most recent audited financial statement.

Signature: _____

Print Name: _____

Date: ____ / ____ / _____

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