

## **Commitment to Community Fund Request Form**

*In order to objectively evaluate your fund request, please return this completed form by  
**the first of March, June, September or December.***

*Requests are evaluated only during these 4 times per year.*

*If your request relates to an advertisement in a publication, please attach a copy of the  
publication, if available.*

***Please include any other pertinent information that may be useful.***

*Thank you for your cooperation.*

Date

Name of Organization

Organization's 501(C)(3) Status and Federal Tax ID Number

Contact Person

Mailing Address

Telephone Number

Email Address

Event/ Project to be Sponsored

Event/ Project Date

Time

Location

Description of Organization and Event/ Project

History of Event / Project Attendance and Funding Raised

Community Impact form this Event/ Project

Sponsorship Requested

Do you anticipate this being an annual request?  
(The application process is necessary each year the request is made.)

Will sponsorship signage be displayed?

If yes, where will signage be displayed?

Who will provide signage?

Will Reeves-Sain be included on any printed materials?

Deadlines: Sponsorship

Submission of Artwork/ logo

Submission of donated item

Please return to:      Lori Sain Smith  
                                 Vice President of Marketing and Public Relations  
                                 Reeves-Sain  
                                 1801 Memorial Boulevard  
                                 Murfreesboro, Tennessee 37129  
                                 615.278.3118 office  
                                 615.896.0586 fax

*For Office Use Only*

Date Submitted

Reeves-Sain Contact

Approved      Date Check Request Submitted

Donation Item Instructions

Denied      Date Letter Sent