

Event Sponsorship Advertising Specifications

Date: [Insert Date]

To: [Sponsor's Name]
[Sponsor's Company]
[Sponsor's Address]
[City, State, Zip Code]

Dear [Sponsor's Name],

Thank you for your interest in sponsoring our upcoming event, [Event Name], scheduled for [Event Date]. We are excited to partner with you and want to provide you with detailed advertising specifications to ensure a successful collaboration.

Advertising Specifications:

1. Logo Submission:

Please provide your company logo in high-resolution (300 DPI) in both .eps and .png formats by [deadline].

2. Advertisement Placement:

Your advertisement will be featured in the following locations:

- Event Website
- Event Program Booklet
- Social Media Promotion

3. Ad Dimensions:

For print materials, please adhere to the following dimensions:

- Full Page: 8.5" x 11"
- Half Page: 8.5" x 5.5"
- Quarter Page: 4.25" x 5.5"

4. Deadlines:

All advertising materials must be submitted by [Final Submission Deadline].

Contact Information:

If you have any questions or require further assistance, please feel free to contact me at [Your Name], [Your Position], [Your Phone Number], or [Your Email].

We look forward to working with you on this exciting opportunity!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email]