

# Booth Sponsorship Preferences and Specifications

Date: [Insert Date]

To: [Sponsor Name]

From: [Your Organization Name]

**Dear [Sponsor Name],**

Thank you for your interest in sponsoring our upcoming event, [Event Name] scheduled on [Event Date]. To ensure your experience is tailored to your needs, we kindly request you to provide us with your booth preferences and specifications using the form below:

## Booth Preferences

- Booth Size:  10x10  10x20  20x20
- Booth Location:  Front Row  Middle  Back Row
- Equipment Needs:
  - Table
  - Chairs
  - Electricity
  - Internet
  - AV Equipment

## Additional Specifications

Please indicate any special requests or requirements:

## Contact Information

Name: [Insert Your Name]

Email: [Insert Your Email]

Phone: [Insert Your Phone Number]

We appreciate your partnership and look forward to working with you to create an impactful experience at [Event Name].

**Best regards,**

[Your Organization Name]

[Your Title]