



For Official Use Only
 Date Received: _____, 20____
 Reviewed by: _____
 Comments: _____

 Richard's Disposal, Inc. (RDI)
 Corporate office: 11600 Old Gentilly Road, New Orleans, Louisiana 70129
 (504) 241-2142 fax: (504)244-9799 email: support@richardsdisposal.com

SPONSORSHIP REQUEST FORM

Thank you for considering RDI for support of your organization, cause or event. We pride ourselves in being a local and community oriented business supporting the needs of the community through sponsorships and volunteering. Unfortunately we are not always able to meet every request, however, we carefully review each request appropriately submitted and analyze our company's available resources to meet the needs of the community efforts and needs.

We accept request via this sponsorship request form year round and make determinations within 30 days of submission. We request that you submit your request no less than 90 days from the date of your need or event.

To complete your request, please fill out this form and submit it our Community Relations Department. You mail this form to our corporate office at 11600 Old Gentilly Road, New Orleans, Louisiana 70129 or fax to 504-244-9799.

General Information

Name of Organization seeking sponsorship: _____

Date of Request _____ Date of Event _____ Location of Event _____

If you were referred by someone or another organization, please let us know so that we may thank them.

Address	City	State
Zip Code	Telephone Number ()	Alternate Telephone ()

Website	Email Address
General Information	
Have you spoken to an RDI employee regarding this event prior to completing this form? <i>(if yes, please indicate whom?)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has RDI previously sponsored an event for this organization? If so, when?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization a non-profit ? Do the proceeds go to charity? If yes, list the charity organization? _____ What percentage of the proceeds are allocated to charity _____%	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the person filling out this form, a member of the organization? If no, please indicate the name and phone no. of the requestor below:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sponsorship Details	
Estimated no. of participants:	Estimated no. of spectators:
Please list all other event sponsors:	
Sponsorship Requested (Please explain in detail)	
How would it benefit RDI to sponsor this event?	

Sponsorship Contact Information	
Sponsorship Coordinator's Name: _____	
Daytime phone number:	Check should be written to (business or organization)
Email address:	

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Partnership Benefits

If any, please list all sponsorship benefits, including but not limited to: banners, program recognition, advertisement, etc.

Banner(s) <input type="checkbox"/>	Placement at the event?	Logo in advertisements <input type="checkbox"/>	Logo on posters <input type="checkbox"/>
Event product literature <input type="checkbox"/>	Where in literature? How many? Places of Distribution?	Logo on registration forms <input type="checkbox"/> Logo on T-shirts <input type="checkbox"/> Logo on flyers <input type="checkbox"/>	Logo on website <input type="checkbox"/> Radio recognition <input type="checkbox"/> Logo on posters <input type="checkbox"/>

PROMOTIONAL MATERIALS

Please attach additional information on promotional materials.

RDI logo deadline to be included in event promotion: _____

Computer format & size specifications needed for RDI logo: _____

Email address to send RDI logo: _____

I understand completing this form is not an agreement, but a request for RDI sponsorship.

Name	Company	Title	Contact Information
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Signature of associate

Department: _____ phone no.: _____

Please attach any other information about your organization to this sponsorship request form.

Thank you
 Richard's Disposal, Inc. (RDI)
 phone: (504) 241-2142
 fax: (504) 244-9799
 support@richardsdisposal.com

Please complete these forms and return to RDI a **minimum of 90 days (3 months) prior to your event**. Also, please include all advertising and promotional deadlines. You can mail, fax or email sponsorship requests to us. Please **allow a response time of 30 days** following the receipt of your completed forms and submissions. We kindly ask that you do not call regarding the status of this request, as we will respond in writing by email and/or by telephone.

Signature:	Date:
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