

## Sponsorship / Donation boilerplate letter

Dear XXX,

I am part of a group of local archivists who are putting together the YOUR EVENT, an event designed to bring the YOUR LOCATION community together to have fun and learn about archives, archivists, and all the great resources available to them in the YOUR LOCATION area. The Bazaar will be held on DATE at LOCATION. You can find out more about the YOUR EVENT on our web site here: [WEBSITE](#)

This event is being organized through the YOUR ORGANIZATION, an organization of local archivists, information professionals, and students. Because we don't collect dues, we are seeking donations of money, goods, and services in order to make this event a success. There are several ways you / your organization could help us out and show the people of YOUR LOCATION that you support archives:

Contribute a cash donation to the event. This would give us maximum flexibility to use your gift where it is needed most. See the table below for some of the incentives we are able to offer at specific gift levels.

- Donate a gift card or XXX as a door prize for our attendee raffle.
- SPECIFIC DONATION OF GOODS
- SPECIFIC DONATION OF SERVICES
- Feeling creative? Let us know if you have any other ideas for contributing to this event!

<b>Donate</b>	<b>...and receive</b>
<b>\$100</b>	Your logo and a link on our event web site
<b>\$250</b>	All the above AND your logo and organization name on our on-site signage
<b>\$500</b>	All the above AND your brochures / giveaways in our event "goodie bags," one handed out to each attendee
<b>\$750</b>	All the above AND mention of your organization from the stage by our emcee and the option of participating in a 5-minute lightning talk for our attendees.
<b>\$1000</b>	All the above AND a booth/table at our event to promote your organization.

Contributing to this event will get your organization's name in front of a large group of YOUR COMMUNITY who are interested in history, genealogy, preservation, SOMETHING SPECIFIC TO THE DONOR, and many of YOUR LOCATION archives and museum professionals.

Questions? Ideas? Ready to donate? Contact YOUR NAME

Best,

NAME