



# SPONSORSHIP & DONATION REQUEST FORM

Western Equipment is committed to supporting many charitable organizations and events. If you are interested in requesting a donation or sponsorship from Western Equipment, please fill out the form below with all of your information. Please return the completed form to the location nearest you or you can email it to ewheeler@westernequipmentllc.com.

Donation or Sponsorship? (circle one)

DATE: \_\_\_\_\_, 20\_\_\_\_\_

Company/Individual Requesting Donation or Sponsorship:

Amount Requested:

\$

Reason for Request (Event Name, etc.):

If Sponsorship, what is included for cost? Please check/list all that apply.

Media Advertising (newspaper, radio, web, etc.)

Please list: \_\_\_\_\_

Sign Advertising (signs, direct mail, tshirts/promotional items, banners, etc.)

Please list: \_\_\_\_\_

Event Advertising (name mentions, etc.)

Please list: \_\_\_\_\_

Participation Fee Waivers (event tickets, entry forms, etc.)

Please list: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## \*\*FOR OFFICE USE ONLY\*\*

<b>Sponsoring Store:</b>		<b>Sponsoring Department (if applicable):</b>
<input type="checkbox"/> Clinton	<input type="checkbox"/> Altus	<input type="checkbox"/> Sales
<input type="checkbox"/> Weatherford	<input type="checkbox"/> Woodward	<input type="checkbox"/> Parts
<input type="checkbox"/> Hobart	<input type="checkbox"/> Childress	<input type="checkbox"/> Service
<input type="checkbox"/> Alva	<input type="checkbox"/> Amarillo	<input type="checkbox"/> All Departments

<b>Account #</b>	<b>Amount Approved:</b>
_____	\$ _____
<b>Approval Signature:</b>	<b>Date:</b>
_____	_____

Note: Prior to being sent to payables, the form must be approved/signed by a store manager.