

Putnam County Visitors Bureau, Inc.

40 Gleneida Avenue
Carmel, N.Y. 10512



Putnam County Visitors Bureau Sponsorship Request

Putnam County Visitors Bureau, Inc. (PCVB) is proud to sponsor community-oriented tourism marketing opportunities to assist in our mission of creating economic growth by promoting Putnam County to visitors. Sponsorship funding support is sourced from Putnam County and does reflect I Love New York matching grant funding. For more information, contact visitorsbureau@visitputnam.org.

Sponsorship Criteria

The organization must:

- Have not-for-profit status as defined by the Internal Revenue Service.
- Provide an event/activity that takes place and serves to promote travel and tourism to Putnam County.
- Support Putnam County's mission to deliver exceptional tourism experiences.

Groups/events that Putnam Tourism does NOT sponsor:

- Individuals or families, including foundations set up to memorialize individuals.
- Political or fraternal organizations or events.
- Religious events or organizations.
- School events or sports organizations.
- Projects, programs or events that provide no direct support or exposure to our service area and/or tourism focus.

Amount of Sponsorship Request:

PCVB is pleased to grant up to \$500.00 in sponsorship monies per request. Sponsorship fund availability is based on the PCVB's yearly budgeted allocation for this purpose. Once the fund is depleted, there will not be any sponsorships for the remaining fiscal year.

Recognition of PCVB as a Sponsor:

Should your sponsorship request be approved, PCVB's logo and/or name should be utilized in conjunction with any promotion of the event. PCVB staff will sign off on all sponsor materials, including logo.

Time of Year:

Preference in funding may be given to events that happen during the need period of December through April.

The number of sponsorships and amount of funding are restricted and may vary from year-to-year depending on budgetary limitations. There are no guarantees that a sponsorship will be carried over from one year to another. Sponsorship funds will be paid out approximately 30 days prior to event date.

If you require a special consideration, you must contact the office (visitorsbureau@visitputnam.org) for approval.

How to apply for a sponsorship:

Please complete the Sponsorship Form (form content on next page)

Questions? Please email visitorsbureau@visitputnam.org

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PUTNAM COUNTY
Where the Country Begins

Sponsorship Form

* Denotes a required field.

*Organization _____

*Email _____

*Address _____

*City/State/Zip _____

*Contact Name _____

*Phone _____

*What is your tax identification number?

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*Nature of Sponsorship: please describe

*What is the date of the event? _____

*What is the type of contribution requested?

Monetary

Promotion/Advertising

Contribution Amount Requested (up to \$500.00):

Please attach any additional information in one attachment.