

# BWVC Community Event Sponsor Form

Sponsor Name: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ email \_\_\_\_\_

Address: \_\_\_\_\_

Event Date: \_\_\_\_\_

Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Number of Guests expected: \_\_\_\_\_

Room set-up: \_\_\_\_\_

Parking arrangements:

\_\_\_\_\_

## BWVC Regulations for Sponsorship:

- 1) In alignment with the BWVC mission to serve the Arden community.
- 2) Open to all members of the community
- 3) No entry fee, except for donations to the BWVC
- 4) Collect donations for the Buzz Ware Village Center. A donation canister will be provided. Donations are placed in an envelope & deposited in the office drop box.
  - a. Please remember to pay tribute to the Buzz during the event by verbally acknowledging gratitude for hosting. *Sample script: "The Buzz Ware Village Center opens its doors for service to the community to provide events such as this. Please help us to continue to keep our lights on and the doors open for future recreational and educational events. Your donations are gratefully accepted"*
- 5) Advertising for the community event/program needs to be in the Page and on all the village's bulletin boards with a minimum One-month's advance notice of the event date. The sponsor will submit the information to the Page editor. Advertising will include the BWVC as host, please include donation information.
- 6) Collaborate details with the BWVC committee and Building manager.

Signatures:

BWVC Building Manager: \_\_\_\_\_.

Village Sponsor: \_\_\_\_\_.