June 1, 2016

Attn: Name

[Sponsor contact info]

We are so honoured that you have agreed to join us [details of event] the EVENT/ORG as a sponsor. Your support has allowed us to provide further opportunities for [reinforce ask].

**EVENT/ORG** **will:**

* Colour Program Ad in our full colour festival souvenir program (see page 2 for specs)
* Screening Slide for 10 seconds each rotation (see page 2 for specs)
* logo on all promo materials
* X tickets to single screenings (four screenings are held over June 18 & 19)

**SPONSOR will:**

* LKDAFJSDL;
* SLFKD;AJ

Regards

[contact information]

**SPECS & DEADLINES**

|  |  |  |
| --- | --- | --- |
| **Benefit** | **Specs** | **Deadline** |
| Program Ad | wide 4.75'' x high 3.75''  CMYK  .jpg .png | June 10, 2016  5:00 PM |
| Screening Slide | 1920 x 1080 pixels  RGB  jpg only | June 14, 2016  5:00 PM |
| Comp Tickets & Passes |  | June 14, 2016  5:00 PM |

Email files to xxx@gmail.com

**INVOICE**

|  |  |
| --- | --- |
|  | EVENT/ORG  [mailing address] |

|  |  |
| --- | --- |
| **Item** | **Value** |
|  | $ |
|  |  |
|  |  |
|  |  |
|  |  |
| **Subtotal** | $ |
| **GST/HST** | $ |
| **Total** | $ |

Payments may be paid by [payment methods]

GST # xxxxxxxxx RT 0001