



## IPPA DIVISION PLANNING REQUEST

### GENERAL INFORMATION

Date: \_\_\_\_\_ Division: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

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

### EVENT CONTACT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Payee Name for Check: \_\_\_\_\_

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

### SPONSORSHIP REQUEST

Briefly outline your sponsorship request and relevance to IPPA:

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

### SPONSORSHIP USE

Briefly describe how IPPA's sponsorship will be used to benefit your event (i.e. meals, breaks, awards, etc.)

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

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**For Admin Use Only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_