



January 11th, 2022

Ref: Colby Event Center Sponsorship Opportunities

Dear Potential Sponsor,

Enclosed you will find a copy of our sponsorship opportunities for the Colby Event Center (1200 S. Franklin). Please read completely so that you understand all the conditions, requirements and opportunities related to this package and contract.

The terms of this contract will be for the 2022-2023 school year starting July 1st, 2022 and ending June 30th, 2023. There is an option to sponsor the remaining 2021-2022 year beginning January 1st, 2022. This price will be pro-rated depending on when you pay. Again, the sponsorship year runs from July 1st – June 30th each year.

The price of the package may vary year to year. This will be discussed prior and if agreed upon to continue the money must be paid before the new year begins.

Attached is a description of what your sponsorship level would include. Each sponsor will receive equal recognition for their amount contributed.

Thank you for your consideration and potential sponsorship. We look forward to serving our community and Western Kansas with our future endeavors.

Sincerely,

James Farris
Director of Recreation & Facilities
City of Colby, Kansas

SUBMITTAL REQUIREMENTS COLBY EVENT CENTER SPONSORSHIP OPPORTUNITIES

**Submittal Deadline for 2021-2022 School Year:
(Would be prorated based upon time of payment)**

Submittal Deadline for 2022-2023 School Year: 1:30pm, Wednesday, June 30th, 2022

Payment must be paid on June 30th of each year. Each year the payment must be paid in full on June 30th. If this payment is not received the contract is void.

For the pro-rated sponsor for the remainder of the 2021-2022 school year, the following completed forms must be completed and turned just like a full year contract. Contracts moving forward will need to be submitted by June 30th of each year. For example, this first full school year of 2022-2023 the bid packet will need to be submitted by June 30th, 2022.

Each year moving forward if you submit a contract mid-year you will be charged a pro-rated rate for the remainder of that year. Please note the pro-rated price is more per month than the regular year contract price.

To submit a successful bid, you will need the following:

- Contract Sheet with verified signatures
- Business/Organization Contact Sheet
- Any additional information seen fit for your proposed bid.

Contracts need to be delivered to the following address:

James Farris
Director of Recreation & Facilities
Colby Recreation Department
1200 S. Franklin
Colby, KS 67701

Additional contact information:

Phone: 785-460-4435 or 785-269-7685

Email: cecdirector@cityofcolby.com

Colby Event Center Sponsorship Contract

Listed below is what you will receive with your sponsorship along with a stated price for the package:

- Your own ad placed on our three TV screens in our lobby as well as on our two big screens in the north gym. These ads will rotate in ten second intervals with our other sponsors throughout the day.
 - Please note that during Middle School, High School and College games the ads will not run in the north gym, but will still in the lobby areas. During games in the north gym schools are to run their own specialized slides.
- Your logo in premium placement on our Colby Recreation website. .
- Your logo on social media posts from the Colby Event Center Facebook page thanking you for your support along with our other sponsors.
- One individualized Facebook post per year thanking you for your support.

Price Per Year Paid by June 30th (\$2,000)

Pro-rated Price for remainder of Contract Year (\$200 Per Month)

Verification Signature of above said price:

Printed Name: _____ Date: _____

Period of Contract: Start _____ to end _____

Title: _____

Signature: _____

Additional Comments: _____



Potential Sponsor Contact Information

Business/Organization Name: _____

Sponsor Address: _____

Years in Business: _____

Main Contact Name: _____

Work Phone: _____ Cell Phone: _____

Fax: _____

Email: _____

Website: _____

Any questions regarding the bid please contact:

James Farris
Colby Event Center
785-460-4435

cecdirector@cityofcolby.com