

Event Sponsorship Insertion Order

Event Details

Event Name

Event Date

Event Location

Sponsor Details

Company Name

Contact Person

Email

Phone

Address

Sponsorship Details

Sponsorship Level/Type

Sponsorship Amount (\$)

Benefits & Deliverables

Additional Notes

Payment Terms

Payment Method

Payment Due Date

Billing Information

Authorized Signatures

Event Organizer Signature

Date

Sponsor Signature

Date