



September 2019

Dear Warren Business/Organization:

Warren Township Recreation is seeking donations for our largest event the Winter Festival Bonfire & Fireworks scheduled for January 11, 2020 (rain date January 18) from 4pm-7pm, fireworks at 7pm. This event offers township residents, as well as neighboring towns, the opportunity of a FREE family night out. We strive to bring our community together and offer events throughout the year. Won't you consider a sponsorship to this event?

There are several ways to participate as a Sponsor:

- Sponsors provide donations of funds, supplies or services and receive mention in our press releases, signage, posters, website, banner on the Municipal Field located on Mountain Blvd.
- Vendors can set-up a booth to reach hundreds of neighbors with their products or services. (Limited to 7)
- Food Concessions – there will be an area for food service.
- Activity Providers – provides fun activities for the public.
- Volunteers – we will need people to help in a variety of ways throughout the year!

Your business could use this opportunity to reach even more residents with your products, services and/or message. We expect 2,000+ people to come out for this event, based on past attendance.

Enclosed is a Sponsor form for this event. The 2020 calendar of events will be available the end of December and always online at www.warrennj.org/recreation. Please let us know how your business would like to help. Please respond ASAP prior to the event to secure your spot. Your business/organization provides a valuable service, already making a difference in our community. We appreciate all the support you are giving us. Thank you for continuing to serve the families of Warren Township through the various avenues you may choose from.

Again, this year there will be a large banner that will be displayed on the Municipal Field on Mountain Blvd. We will be offering logo banners to be added to our banner as an extra benefit for the \$1,000 + donors.
Deadline for banner ordering is November 20.

Per Recreation Township Donation Policy, before being accepted, all donations must be reviewed and approved by the Township Administrator and Recreation Director. Any donation that exceeds \$2,000 a year, must be reviewed and accepted by the Township Committee.

If I can be of any service or if you have any questions, I can be reached during business hours at 908-753-8000 ext. 270 or email at recreation@warrennj.org

Thank you for your valued support,

Joseph Passaro
Warren Township Recreation Director

Amanda Altavilla
Warren Township Recreation Program Coordinator

Partnership Recognition & Benefits

All donations will be recorded and reported in our annual report. Depending on your level of partnership, recognition will be mentioned on flyers, brochures, banners/signs, press releases, announcements, programs, shirts, etc.. In addition, introductions will be made at your sponsored event, letters of gratitude will be sent and, when possible, a photo of the event will be attached so that you can see the fruits of your donation.

Below are two suggested ways you can become an annual partner with the Warren Township Recreation

1. Full or partial financial donation for a specific event, program or activity. You may select the event or have us make the selections for you based on amount donated.
2. In-kind donation – gifts/food/coupons to be used at an event, or the donation of time through the various volunteer opportunities available for corporate employees, service clubs or residents wishing to give back to the community.

Marquee Partner: \$2,001+

- Top billing on all promotional materials (Must be available 6 weeks before event)
- Your name or logo on banners, signs, flyers, brochures, press releases, public access TV, website, social media Facebook/twitter and email blasts. (Must be available 6 weeks before event)
- One (1) free pavilion/field rental for company/organization meeting or event
- If admission charged ten (10) free tickets to event
- May have your own banner at specially placed area
- Recognition at event through acknowledgement of individuals in attendance
- Announcements made at event
- Official thank you letter
- Attendance at event is available and tables and tent are provided

Primary Partner: \$1,000-\$2,000

- Your name or logo on banners, signs, fliers, brochures, press releases, public access TV, website, social media Facebook/twitter and email blasts. (Must be available 6 weeks before event)
- One (1) free pavilion rental for company/organization meeting or event
- If admission charged five (5) free tickets to event
- May have your own banner at specially placed area
- Recognition at event
- Announcements made at event
- Official thank you letter
- Attendance at event is available and tables provided. (May bring own tent)

Associate Partner: \$200- \$999

- Your name or logo on banners, signs, fliers, brochures, press releases, public access TV, website, social media Facebook/twitter and email blasts. (Must be available 6 weeks before event)
- May have your own banner at specially placed area of event
- If admission charged 2 free tickets to event
- Announcements made at event
- Official thank you letter
- Attendance at event is available (may bring own table and tent) (booth \$200 minimum)

Warren Township Recreation

Winter Sponsor Form

YES! Please include our organization/business as a Warren Recreation Sponsor!

Below is what is needed to keep this a **FREE** event: all or partial donation is appreciated

Winter Festival, Bonfire & Fireworks: Jan 11, 2020 - 4 to 7pm (rain date Jan 18)

Deadline for advertising purposes by November 1st

NEEDED	ITEM	Promised Sponsors
\$3,300	Fireworks	
\$1,800	Carnival Ride- Turbo Tubs	
\$1,150	Carnival Ride- Trackless Train	
\$1,700	2- Clydesdale Horse and Carriage ride	
\$850	Petting Zoo	Warren Township Lions Club
\$850	Ice Carving (2 hours)	
\$250	Supply Hot Choc-65gal; 2,000 Hot Cups & lids	
\$50	Marshmallows (15 bags)	
\$75	300 Sticks for marshmallows	
\$1,000	Gets you a 2x2 Banner that will be attached to Township banner + booth	
\$200+	Cash Donations towards higher priced items (booth cost)	

_____ **Volunteer - Event:** _____ **Date:** _____ **#People** _____

(Please feel free to discuss our needs for any particular event)

We wish to become a partner: (see back for explanation of partnership) please circle one

- **Marquee Partner:** \$2,001+
- **Primary Partner:** \$1,001 - \$2,000
- **Associate Partner:** \$200- \$1,000

Name of Organization/business (as you would like it to appear in print/advertising)

Name of Authorized Person/Contact: _____

Address: _____

Email: _____

Phone: _____ Fax: _____ **I HAVE A LOGO**

Email, Fax or Mail to Warren Recreation: 46 Mountain Blvd. Warren, NJ 07059 / recreation@warrennj.org / Fax 908-757-9173 / Phone 908-753-8000 Ext 270-271

To volunteer go to www.wtrec.ivolunteer.com/bonfire_004

Township use only:

Signature Recreation Director: _____ Date: _____

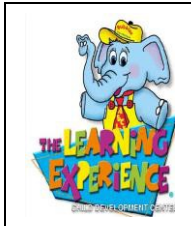
Signature Administrator: _____ Date: _____

Year to date donation: _____

Amount of donation: _____ Check Number: _____ Date: _____



This above banner will go in front of the Library Field at 46 Mountain Blvd. for a few weeks near the Bonfire date.
Add yours to it. Space is limited.



Donate \$1,000 + in order to have your 2x2 banner be with our event banner. The 2x2 banner can be used for other events you sponsor throughout the year with us.

Mail the sponsor form and a check for \$1,000 donation to:

WARREN RECREATION

46 Mountain Blvd.

Warren, NJ 07059

Questions call Joe at (908)753-8000 ext 270

For 2x2 banner: We must have the \$1,000 donation and logo artwork submitted **by November 20**. Any questions regarding the banner layout please contact Jeff.

JM DESIGNS 27 LLC

120 OLD STIRLING RD

WARREN, NJ 07059-5830

Question call Jeff at (908) 268-5068

Our advertisements will be sent out to over 4,000 emails and advertised in all of our ads online and in newspapers placed in township businesses from now until the event.