

**Sponsorship Outline for the Evanston Public Library**

Individual/Company "Sponsor" (name) \_\_\_\_\_

Sponsorship of (program/event/collection name) \_\_\_\_\_

Sponsorship sum of \$\_\_\_\_\_ at a sponsorship level of \_\_\_\_\_

The Evanston Public Library (EPL) agrees to apply this contribution for the above named program/event/collection in accordance with its tax exempt status purposes. Sponsor will receive all the benefits commiserate with the sponsorship level, attached. All logos and artwork for recognition must be received by EPL no later than 30 days prior to the start of the sponsored event or program, or as otherwise agreed upon by both parties.

**Payment***Check One*

☐ I/we agree to make a future contribution for the purposes of satisfying this pledge and further agree that this pledge will be satisfied in full by (date) \_\_\_\_\_.

☐ I/we agree to make future contributions in even installments of \$\_\_\_\_\_ per calendar (month/quarter/year) beginning on (start date) \_\_\_\_\_ with the full pledge contribution to be paid on or before (payment date)\_\_\_\_\_.

**Acknowledgement**

Sponsor will be acknowledged for this contribution in the following manner:

\_\_\_\_\_



1703 Orrington Avenue, Evanston IL 60201

Signed,

Donor Name \_\_\_\_\_

Date \_\_\_\_\_

Donor Signature \_\_\_\_\_

On behalf of EPL:

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Return this form to:**

Jennifer Shreve  
Evanston Public Library  
1703 Orrington Avenue  
Evanston, IL 60201

Or via email at [jshreve@cityofevanston.org](mailto:jshreve@cityofevanston.org)

## Sponsor Benefit by Level

### Program Sponsorship

	In Kind Donor		Silver	Platinum	Diamond
	value of in kind		\$1,000-\$4,999	\$5,000-\$9,999	\$10,000+
Benefits for 1 Program	X				
Benefits for Program Series			X	X	X
Program Website Listing	X		X	X	
Program Website Logo					X
Printed Flyer Listing			X	X	
Printer Flyer Logo					X
Thanked in Library Email				X	X
Exclusive level					X

### Collections Sponsorship\*

	Subject Areas	Small Collections	Large Collections
	\$1,000- \$4,999	\$5,000- \$9,999	\$10,000+
EPL Website Listing	X	X	
EPL Website Logo			X
Thanked in Library Email		X	X
Signage in the library- bookplates in books**	X		
Signage in the library - on the shelves		X	
Signage in the library- in appropriate department			X

\*Sponsorship is of the collection as it exists and is curated, not solely to purchase new books

\*\*Applies to current books in the collection and books purchased during the sponsorship period

**Event Sponsorship**

	In kind donation	Bronze	Silver	Gold	Platinum	Diamond
	value of in kind	\$500-999	\$1,000-\$2,499	\$2,500 - \$4,999	\$5,000-\$9,999	\$10,000+
Benefits for 1 Specific Event	X	X				
Benefits for Series/Each Event			X	X	X	X
Website page listing	X		X	X		
Website page logo					X	X
Printed program listing	X	X	X	X		
Printed program logo					X	X
Printed signage listing		X	X	X		
Printed signage logo					X	X
Thanked in library email			X	X		X
Thanked/named at event				X	X	
Speaking at event						X
Volunteers at event				X	X	X
1 of 5 sponsors or less					X	
Exclusive level						X