



# Warren Township Recreation Commission



September 2016

Dear Warren Business/Organization:

Warren Township Recreation Commission is seeking donations for annual events. Our largest event is the Yuletide Bonfire Winter Festival scheduled for January 14, 2017 (rain date January 21) 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 one of upcoming events?

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, etc.
- Vendors can set-up a booth to reach hundreds of neighbors with their products or services.
- 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 neighbors 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 2017 calendar of events will be available the end of December and always online at [www.warrennj.org/recreation](http://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 street banner over Warrentown Road. We will be offering logo banners to be added to our banner as an extra perk for the \$1,000 + donors. You will be required to supply the logo banner to be used for future events. 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 [emurfitt@warrennj.org](mailto:emurfitt@warrennj.org)

Thank you for your valued support,

*Eleanora Murfitt, RA*  
*Warren Township Recreation Director*

# 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. Volunteer hours will be documented for individuals choosing to give an in-kind donation of time and be recognized at our “Volunteer of the Year” award presentation held in March.

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

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 the annual “Volunteer of the Year” award presentations
- 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 (street banner), 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
- Announced at the annual “Volunteer of the Year” award presentations
- 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
- Announced at the annual “Volunteer of the Year” award presentations
- 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 Commission



## 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 & Yuletide Bonfire w/ Fireworks: Date: Jan 14, 2017 - 4 to 7pm (rain date Jan 21)

<u>NEEDED</u>	<u>ITEM</u>	<u>SPONSORS SO FAR</u>
\$3,000	Fireworks	
\$1600	Turbo Tubs ride	
\$850	Dual Lane Blowup Slide	Chubb (\$1,000)
\$500	Multi-talent entertainment	
\$850	Clydesdale Horse and carriage ride	TLE (\$1,000)
\$150	Supply Hot Choc (65 gal)	Lions Club
\$100	Supply Hot Apple Cider	
\$800	Petting Zoo (10-20 pets)	
\$100	2,000 Hot Cups & lids	Lions Club
\$50	Marshmallows (15 bags)	
\$75	Sticks for marshmallows	Sal DiBianca
\$200+	Cash Donations (booth)	

Volunteer setup/during/breakdown or run games

\_\_\_\_\_ **Volunteer** - Event: \_\_\_\_\_ Date: \_\_\_\_\_ #People \_\_\_\_\_

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

- **Marquee Partner:** \$2,001+
- **Primary Partner:** \$1,000-\$2,000 (add logo on overhead street banner, you supply)
- **Associate Partner:** Under \$999

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 Commission: 46 Mountain Blvd. Warren, NJ 07059 / recreation@warrennj.org / Fax 908-757-9173 / Phone 908-753-8000 Ext 270-271**

Township use only: **To volunteer go to [www.wtrec.ivolunteer.com/bonfire](http://www.wtrec.ivolunteer.com/bonfire)**

Signature Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



**This above banner will go across Warrentown Rd. 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 with logo hang from our street banner. They will have grommets so we can attach them to the banner and connect them to each other. It 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 Eleanora at (908)753-8000 ext 270

**For 2x2 banner:** The cost for the banner is \$57 plus tax. Send a \$60.99 check **by November 20** and your Logo (*If recreation does not have it*) directly to the sign company to:

### **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.