

Sponsorship Request Guidelines

The County of Summit ADM Board receives numerous requests for event sponsorship. As a result, the following guidelines are established to ensure requests receive proper consideration.

Each request will be evaluated on an individual basis, and the ADM Board reserves the right to weigh each request based on the requesting organization's focus and reach as they relate to our global ends and priorities.

To be considered for sponsorship, events must serve Summit County residents.

All requests should include:

1. Hosting organization name, event description, date, location, deadlines, and contact information (name, address, phone, and email address)
2. Clearly identified pricing structure and benefits of each sponsorship level, if applicable
3. Payment options

Any sponsorship requests that include a speaker must include the requirements listed above as well as:

1. Speaker's name, credentials, and discussion focus
2. Total cost of event, including any per diem and travel expenses, if included
3. Intended audience
4. Targeted use of requested dollars

Submitting a request does not guarantee a sponsorship, and sponsorships are not automatically renewed each year. Priority will be given to an organization's first request; however, requests for an organization's additional requests may be honored.

Requests should be received at least six weeks prior to the event for full consideration. Exceptions will be reviewed on a case-by-case basis. All requests are subject to the availability of funds.

Requests must be submitted in writing to the Manager of Communications in one of two ways:

- a. Via mail to Summit County ADM Board; 1867 W Market St, Suite B2; Akron, OH 44313
- b. Via email at amyw@admboard.org