

Missouri State University Bookstore Donation/Sponsorship Request Form

Missouri State University Bookstore: Where all profits are reinvested to support Missouri State student, facilities and programming.

NOTE: Request for donations/sponsorship must be received at least seven (7) business days before the event.

Today's Date: _____ Event Date: _____

Name of Organization (no abbreviations please): _____

Contact Name: _____

Phone: _____ Email: _____

Event Title: _____

Location: _____ Estimated attendance at event: _____

Description of event (Purpose and who is attending):

To be approved, donations/sponsorship require a direct and specific benefit to the University. Please briefly explain 1) the direct benefit to the University Bookstore and 2) describe how the University Bookstore will be recognized as a contributor to this event:

Merchandise or Items Requested: (indicate level of support)

Date requested donation/sponsorship needed by: _____

Return to:
Missouri State University
University Bookstore
Springfield, Mo 65804
Phone: (417) 836-5403
Fax: (417) 836-6876

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For Office Use Only Spon. Donation Control Number: _____