



**JOHNS CREEK CONVENTION AND VISITORS BUREAU  
PROMOTIONAL REQUEST FORM**

Thank you for your interest in the Johns Creek Convention Visitors Bureau. Our goal as an organization is to promote the City of Johns Creek by highlighting events that invite both resident and visitor alike to stay overnight and enjoy the hospitality of Johns Creek. We recognize there are countless events, organizations and programs within this community worthy of partnership, and we look forward to providing ongoing support within our guidelines.

We have recently established criteria to determine those organizations worthy of consideration. Priority will be given to organizations that are aligned with our goal of promoting our Community. Johns Creek Convention Visitors Bureau will focus primarily on those programs that form the foundation for long-term partnerships and on educational institutions, which focus on academics and the betterment of the student.

If you are interested in having Johns Creek Convention Visitors Bureau sponsor your organization or event, please complete and submit the application below at least six (6) months prior to the event.

If you wish to print and mail this form, please return the completed form to:

Johns Creek Convention Visitors Bureau  
12000 Findley Road, Suite 400  
Johns Creek, GA 30097



**ORGANIZATION INFORMATION**

Date of Request: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Does organization have 501(c)(3) status? Yes \_\_\_\_\_ No \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Completed By: \_\_\_\_\_

**EVENT/PROJECT DESCRIPTION**

Name of event/project to be sponsored: \_\_\_\_\_

Event/Project Date(s): \_\_\_\_\_

Event/Project Time: \_\_\_\_\_

Event/Project Location(s): \_\_\_\_\_  
\_\_\_\_\_

Description and purpose of organization/project: \_\_\_\_\_  
\_\_\_\_\_

History of event (Project attendance and amount raised): \_\_\_\_\_  
\_\_\_\_\_

Purpose of contribution: \_\_\_\_\_

Do you foresee this as an annual request? \_\_\_\_\_



**EXPECTATIONS?**

How will the community of Johns Creek benefit from this sponsorship?

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How will Johns Creek Convention and Visitors Bureau benefit from this sponsorship? \_\_\_\_\_

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What is Johns Creek Convention and Visitors Bureau expected to provide? \_\_\_\_\_

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Will sponsorship signage be displayed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where will such signage be displayed? \_\_\_\_\_

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Who will provide the Signage? \_\_\_\_\_

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Will Johns Creek Convention and Visitors Bureau logo be included on all printed materials, including print advertisements? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the deadline for sponsorships? \_\_\_\_\_

What is the deadline for submission of logos/artwork? \_\_\_\_\_

What is the deadline for submission of donated items, if applicable? \_\_\_\_\_

Record of previous contributions by Johns Creek Convention and Visitors Bureau by amount and year: \_\_\_\_\_

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Record of current event/project sponsors and their respective support levels by name and amount: \_\_\_\_\_

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Record of previous years' event/project sponsors, if applicable: \_\_\_\_\_

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