*This Sample Co-Sponsor form is designed to help you get started. You will need to modify the form based on the needs of your community/event. The form should accompany an email to potential partners, sample language for which can be found below the form.*

**What: “[MOVIE TITLE]” Film Screening – A Community Conversation**

[Brief Description of Film]

View trailer at: [ink to trailer if possible]

Our event will focus on [relate film to the purpose of the event- raising awareness about DV, healthy relationships, etc.]

**When:** [DATE of event, if decided yet]

**Where:** [LOCATION of event, if decided yet]

**Who:** All Interested Community Partners; initiative is being coordinated by [your organization name]

**Sponsor Commitment:**

To be listed as an official “co-sponsor” of this event, you will need to agree to the following:

*Please check if you are committing to this:*

\_\_\_\_ Our agency will help promote the event to our staff, volunteers, clients/constituents.

\_\_\_\_ Our agency will help with volunteer needs. (This should be minimal – we may need help with greeting, registration, and any logistical questions.)

\_\_\_\_ We will email our agency logo to [sponsoring organization] by [date due] to be used in marketing materials.

\_\_\_\_\_ [Insert financial commitment and/or in kind donation, if desired]

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* *The person listed on this form will be considered part of the planning committee for this screening. As such, they will be eligible to pre-screen the film before the public event, to maximize the community conversation that night and any follow up/take-away activity for the participating agency.*

Other thoughts/questions:

***Please return no later than [DATE], to be included in event promotion. Email to: [contact person]*** ***or fax to: [fax number].***

***Thank you!***

*Sample Email Text:*

Hello!

Our organization is planning to co-sponsor a community-wide screening of the film "TITLE" during a Domestic Violence Awareness Month Kick off Event on [DATE]. The venue is ADA accessible and the film will be open captioned.

[Description of Film and relevance to event]

*Optional:* We are planning a panel discussion to follow the event. [highlight any panelists you have already secured, if applicable]

View trailer at: [link to trailer if possible]

Attached is a "Commitment Form" explaining the details of co-sponsorship. Would your agency be interested in participating? If so, could you please fill out the attached form and email it to [contact person]. The deadline for co-sponsorship [Date]

If you have any questions, please contact me.

Thank you!

[contact person and info]