EXHIBIT A
Port Authority of Allegheny County
Charitable Sponsorship or Contribution Request Form

This application is for:

☐ Sponsorship: A contribution for an event or series of events for which Port Authority receives visibility, publicity, advertising or other similar benefit, or

☐ Contribution: A one-time contribution of financial support to an organization or event for which Port Authority receives less visibility and brand exposure than a sponsorship. Example: tickets to an event when a sponsorship package is not involved.

Name of Organization:
Contact Person:
Organizational Status: Government ☐; Nonprofit (Must submit documentation) ☐
Mailing Address:
Phone Number:
Email Address:

Tell us about the event, program, or activity
Name of event, program or activity:
Describe event or explain how contribution will be used:
Sponsorship fee or contribution request:
If in-kind support request, describe:
   Event date(s):
   Estimated number of total attendees:

How does this request meet or relate to Port Authority’s goals?
Briefly describe the attendee demographics including the communities served:

List the benefits to Port Authority:
Person requesting sponsorship or contribution:

____________________________

Approval of Port Authority Assistant General Manager (for Port Authority Division or Employee Requests Only):

____________________________

Print Name

____________________________

Signature

Return this form and supporting documents to:

Jim Ritchie
Communications Officer
Port Authority of Allegheny County
Heinz 57 Center
345 Sixth Avenue
Pittsburgh, PA 15222-2527