



February 23rd, 2016

To whom it may concern,

Oregon Tech Campus Activities Board and KTEC 89.5FM will be holding the second annual Oregon Tech Music Garden **Saturday May 21st, 2016**. The Music Garden is a one-day music festival and brew off on the Oregon Tech campus. On behalf of each program, we would like to formally extend you an offer of sponsorship. This massive event will be the biggest yet on the Oregon Tech campus and we are excited to share this experience with the Klamath Falls community. The event is structured as a full day of fun and entertainment with multiple musical acts ranging from local to east coast talent. We anticipate attendance at upwards of 1,000 people. We are encouraging the community to be involved in the festival and hope to expand our business representation even more than last year. With your support, we will be able to provide a unique experience for the residents of Klamath Falls, which will contribute to the strength, and unity of the Klamath Basin. There are multiple ways your organization can participate and support this event:

- **Donations / In-kind:** We are accepting monetary donations for the Music Garden and any dollar amounts are greatly appreciated. In-kind donations are also beneficial in granting us the ability to lower costs. Donors may request a receipt for their donation.
- **Sponsorships:** Join us the day of the event! There are many sponsorship tiers available with varying rewards. All sponsors will be given a 10'x10' event space if you wish to represent your organization the day of the event. Sponsorships will be treated as donations and sponsors may request a receipt for their contribution. The list of sponsor packages with rewards is attached to this document.
- **Ticket Sales:** Would your organization like to support the Music Garden more than just by helping fund it? Pre-Sell tickets are great advertising for your organization and the Music Garden. Ask how you can sell tickets a month before the event and help your customers skip any lines.
- **Flyer Posting:** If you are as excited as we are for this event but just can't help with a donation, post a flyer in your place of business!

Thank you for your time and we are looking forward to working with your organization to have another great and successful Music Garden.

Best Regards,

Ashley Gresley
Program Director, Campus Activities Board



Campus Activities Board & KTEC Radio
3201 Campus Drive, Klamath Falls, OR 97601-8801
oit.edu/musicgarden ♦ 541-885-1392 ♦ CAB@oit.edu



Sponsorship Packages

All sponsorship packages include the rewards of packages of lesser-valued tiers until due dates elapse. Sponsor packages are negotiable depending on your organization's needs. Please respond before corresponding reward dates if you are interested in certain tier rewards.

As a sponsor, your organization will be officially recognized as a sponsor of this event, which will be listed on the Oregon Tech Music Festival and KTEC 89.5 FM websites.

Sponsorship Level	Cost	Sponsorship Reward	Due Date	Each sponsorship tier includes all rewards in above tiers
Tier 1	\$100 \$50*	Event Space & Name on Sponsor List	5/14	10'x10' space where you are encouraged to promote, advertise, distribute, and sell your organization's commodities. *Nonprofit Organizations may rent event space for only \$50.
Tier 2	\$200	Logo on Event Flyer	4/16 ⁺⁺	Your organization's name/logo on the event/informational flyers; that will be distributed around town.
Tier 3	\$250	Logo on Tickets	4/16	Your organization's name/logo on the event tickets, these will be available for purchase at local businesses and at the event.
Tier 4	\$300	Logo on Sponsor Banner	5/7	Your organization's name/logo on the sponsor banner, displayed at the event as a major contributing sponsor.
Tier 5	\$350	Event Shout-Out	5/14	Verbal recognition of your organization's contribution, this will occur in between performances. Your organizations name will only be listed.
Tier 6	\$400	Logo on T-Shirts	4/30	Your organization's name/logo on the back of the event T-shirts.
Tier 7	\$600	Logo on Event Banners	5/7	Your organization's name/logo on the Music Garden Banners posted around the community.
Tier 8	\$800	Event Advertisement	5/14	Verbal recognition of your organization's contribution, with a prewritten 45-second spot, which may include anything you wish for your organization's promotion.
Tier 9	\$1000	Logo on Billboards	4/9	Recognition of sponsorship on major event advertisements around town such as buses, bus stops, and billboards.
Super Tech Sponsor	\$1500	KTEC Underwriting Deal	5/14	A KTEC 89.5 FM Underwriting* deal that will last for three months. You will be given a 45-second radio spot that will be played at the half of every hour**.
*Underwriting as defined by the FCC for a non-profit is an acknowledgement of contributions which may thank and describe contributing organization's **Underwriting will be played while the station automation is active. ++Name/Logo will be added if additional flyer prints are made after due date.				



Campus Activities Board & KTEC Radio
 3201 Campus Drive, Klamath Falls, OR 97601-8801
oit.edu/musicgarden ♦ 541-885-1392 ♦ CAB@oit.edu