

# 7.6 Sponsorship Proposal/Package

The sponsorship package is a document which consists of the following:

1. Cover page;
2. Executive Summary of programme;
3. Details of programme: name, date, venue, organizer (s), participants, objectives, financial estimation, etc.;
4. Benefits for the sponsor;
5. Tentative Programme;
6. Highlights of the sub-programme (if any) - *Brief notes about the sub-programme*;
7. Financial Section;
8. Contact number of the person in charge;
9. Reply Form; and
10. All documents/correspondence letters must be checked by the relevant authorities.

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Revision #1

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