



SPONSORSHIP APPLICATION: AF-2

Thank you for your interest in seeking sponsorship support from HTDC. Please complete **all items** on this application, sign and return to: rfp@htdc.org, or by mail to: High Technology Development Corporation, Attn: Sponsorships, 2800 Woodlawn Drive, Suite 100, Honolulu, Hawaii 96822. After committee review, notice of sponsorship award or decline will be provided by email within an estimated 3 weeks of submission of application or 6 weeks prior to event, whichever is later. Any request submitted with less than 6 weeks prior to the event is at risk of not being accepted or processed in time. A delay in this process may also occur if there are questions about the application, missing information, or a need to discuss the request with the Applicant. For questions contact rfp@htdc.org, or call (808) 539-3616.

Date of Application: _____

Amount Requested: \$ _____

A. EVENT

Date of Event:	
Name of Event:	
Location:	

B. PRIMARY CONTACT INFORMATION

Lead Organization:	
Name of Contact:	
Title:	
Address:	
☎ Phone:	
✉ E-Mail:	
🌐 Website:	

C. INFORMATION ON LEAD ORGANIZATION

1. Provide information about the lead organization and contribution to their community, including the tech, innovation and/or manufacturing industry.

2. What experience does the organization have on coordinating/hosting events similar to this?



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D. SPONSORSHIP DETAILS FOR EVENT AND/OR PROGRAM

1. Describe the event and event plans.

2. Purpose of the event.

3. Who is the audience?

4. Number and type of attendees anticipated.

5. How does this compare to similar events in the community.



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6. List keynote speakers, title, organization, and qualifications (1 sentence each).

6. Describe how the event meets the HTDC mission.

7. Does this event address an unfulfilled need for HTDC? Please explain. Yes No

8. List sponsoring organizations, potential sponsors and amount raised.

9. What costs will HTDC sponsorship cover?



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10. Will this be a recurring event (or program)? If so describe how you plan to sustain the event over time (i.e., sponsorships/donations, grants, revenue, etc...).

E. SPONSORSHIP PACKAGE / OFFERING

1. What benefits and opportunities are you offering HTDC for the sponsorship? Include all marketing, media, promotional, and branding opportunities for HTDC.

F. ADDITIONAL INFORMATION TO BE PROVIDED BY APPLICANT W/ APPLICATION

- 1. Completed AF-1 form.
- 2. Detailed budget with all costs.
- 3. Supplemental Information (Section 3.03) & marketing materials to help describe and evidence the event.
- 4. Evidence of Compliance w/ all State laws via [HCE Certificate](#). See Section 5.02 of the RFP.

If any of these items are not included with your application please provide an explanation why.