

Sponsorship and Partner Coordination Template

Project/Event Details

Project/Event Name:

Date / Duration:

Coordinator(s):

Summary / Purpose:

Potential Sponsors/Partners

Name/Organization	Contact Person	Email/Phone	Type (Sponsor/Partner)	Status	Notes

Deliverables & Responsibilities

Sponsor/Partner	Agreed Contribution	Deliverables	Deadline	Status	Notes

Follow-up Actions

Date	Action Item	Responsible Person	Status

Additional Notes

