

# SPECIAL EVENTS



**FRANKFORT**  
*Park District*



Frankfort Park District ~140 Oak Street, Frankfort, IL 60423  
815-469-9400 ~ [www.frankfortparks.org](http://www.frankfortparks.org)



Dear Business Owner:

The Frankfort Park District has established itself as a leader in providing quality parks, facilities, and recreational experiences to residents of all ages, interests, and abilities. The District serves more than 20,000 residents, manages over 25 parks and facilities and provides recreational programs to 10,000+ participants annually. The District embraces the philosophy that parks and recreation services are an investment that adds value to the community.

Businesses can partner with the Park District to reach target markets through one of several different special event opportunities including the Earth Day Celebration, Parties in the Park, Short Run on a Long Day, Back to School Bash, Halloween Bash, Senior Luncheons and more. Based on your level of partnership, your business will be supported through district marketing efforts providing exposure in the community and generating interest in your products and services. We understand that each company has unique objectives; therefore, partnerships are customizable and may include a combination of in-kind or cash sponsorship.

The Frankfort Park District sincerely values its sponsors and strives to provide quality opportunities that local businesses will find has a positive return on their investment. The support of local businesses such as yours is essential in helping create successful events and quality programs for the community.

On behalf of the Frankfort Park District, we appreciate your consideration. Please review the sponsorship opportunities and complete the commitment form for the events you are interested in sponsoring. If you have any questions, please contact Julie Sullivan, Fundraising & Community Outreach Coordinator at (815) 469-9400. Thank you.

Sincerely,

Julie Sullivan  
Fundraising & Community Outreach Coordinator  
jsullivan@frankfortparks.org



**Earth Day Celebration**



**Short Run on a Long Day**



**Back To School Bash**



**Parties in the Park**

*Come Join the Fun!*





## REACH & EXPOSURE



**8,700+**  
FACEBOOK  
FOLLOWERS



**1,900+**  
INSTAGRAM  
FOLLOWERS



**30,000+**  
SEASONAL  
RECREATION  
GUIDE



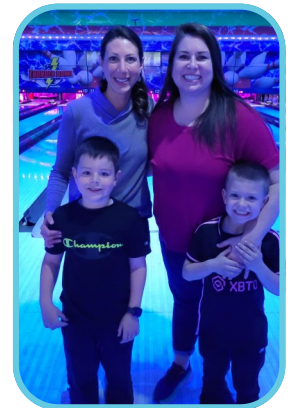
**150,000+**  
WEBSITE  
VISITORS



**10,000+**  
EMAIL  
SUBSCRIBERS



**10,000+**  
DIGITAL  
BROCHURES



## SUPPORT OUR MISSION

It is the purpose of the Frankfort Park District to design, provide, and maintain park facilities, open space and recreational programs in the most functional, attractive and fiscally responsible manner possible, and to meet the needs of its residents by utilizing volunteers through civic and intergovernmental agreements. Your partnership assists in our ability to provide high-quality, low cost recreational experiences to the community.

## CONNECT WITH THE COMMUNITY

The Frankfort Park District offers events and programs that promote healthy, active lifestyles and fun for all ages! Choose from a variety of events or programs that connect with target audiences. Sponsorships can also include opportunities with event participants directly.



## FIND THE RIGHT FIT

Find the right fit for your budget. Our flexible options offer opportunities for businesses of all sizes. Businesses can choose to become a sponsor or make a contribution that assists with an event or program.

## IN-KIND DONATIONS

The Frankfort Park District has a variety of events and programs that benefit from in-kind donations. These donations help to enhance the quality of programs & events we offer.



*Come Join the Fun!*

# Celebrating Earth Day!

Date: April 26

Time: 12:00-2:00pm

Location: Main Park, 400 W. Nebraska Street

Estimated attendance: 300+

Earth Day is packed with family fun! Families will enjoy learning activities for children, crafts, giveaways, recycling opportunities and more!

**Rain/weather location: Founders Community Center**

**Location and date subject to change.**



Sponsorship Benefits	GOLD \$300	SILVER \$200	BRONZE \$150	EVENT SUPPORT \$50
<b>LOGO PLACEMENT</b>				
*Seasonal brochure	X			
Social media business feature	X			
Logo & link to website	X			
**Social media	X	X		
**Flyer	X	X		
**Eblast to patrons	X	X		
<b>DAY OF OPPORTUNITIES</b>				
8 ft table space & 2 chairs provided by FPD Must provide eco-friendly game/activity for kids	X	X	X	
Signage with logo displayed during event	X	X	X	
Recognition at event	X	X	X	X
In-Kind Sponsorships	Donate food, prizes, or popsicles/ice cream! Value of donation dictates level of recognition			

\*Brochure deadline: November 20

\*\*Logo deadline: April 4



## Come Join the Fun!

# Parties In The Park!

Dates: June 9, July 14 & August 4  
 Times: June & July 6:00-7:30pm, August 1:30-3:00pm  
 Locations: June: Windy Hill, July: Stone Creek, August:  
 Michelle Bingham  
***Park sites and dates are subject to change.***  
 Estimated attendance: 250+

Join the FPD as we celebrate summer with three parties in the park in June, July, and August. Each Party in the Park will have games, activities, a DJ dance party and much more fun!

***Commit to all 3 Silver, save \$100***

***Commit to all 3 Gold, save \$200***



Sponsorship Benefits	GOLD \$300	SILVER \$200	BRONZE \$100	EVENT SUPPORT \$50
LOGO PLACEMENT				
*Summer brochure	X			
Social media business feature	X			
Logo & link to website	X			
**Social media	X	X		
**Flyer	X	X		
**Eblast to patrons	X	X		
DAY OF OPPORTUNITIES				
8 ft table & 2 chairs provided by FPD Must provide game/activity for kids	X	X		
Signage with logo displayed during event	X	X	X	
Recognition at event	X	X	X	X
In-Kind Sponsorships	Donate food, prizes, or popsicles/ice cream! Value of donation dictates level of recognition			

\*Brochure deadlines: March 14

\*\*Logo deadline: 2 weeks prior to event



## Come Join the Fun!



# Short Run On A Long Day 5K



Date: June 18

Time: 7:00pm

Location: Main Park, 400 W. Nebraska Street

Estimated attendance: 400+ runners and their families

Join the Frankfort Park District for the 25th Annual Short Run on a Long Day 5K Run/Walk. The course is a 5k/3.1 mile U.S. Track & Field Certified route that takes you through the beautifully scenic Old Plank Trail and streets of Historic Frankfort. The evening of the race, there will be DJ and refreshments. This event is rain or shine.

Sponsorship Benefits	MAIN \$1,000 (Limit 3)	SLEEVE LOGO \$500 (Limit 2)	GOLD \$375	SILVER \$275	BRONZE \$200	EVENT SUPPORT \$100
<b>LOGO PLACEMENT</b>						
*Logo on the back of race shirts	X	X				
**Seasonal brochure	X	X				
Social media business feature	X	X				
Logo & link to website	X	X	X			
***Recognition on RunSignUp.com Registration	X	X	X			
***Recognition on Tri-fold Registration Form	X	X	X	X		
***Recognition on Postcards	X	X	X	X		
***Social media	X	X	X	X	X	
***Flyer	X	X	X	X	X	
***Eblast to patrons	X	X	X	X	X	
<b>DAY OF OPPORTUNITIES</b>						
8 ft table & 2 chairs provided by FPD	X	X	X	X		
Signage with logo displayed during event	X	X	X	X	X	
Recognition at event	X	X	X	X	X	
<b>ADDITIONAL BENEFITS</b>						
**** Free Race Registration Tickets	3 Tickets	2 Tickets	1 Ticket			
***** 400 Promotional giveaways included in Race Packets (Supplied by Business & not required).	X	X	X	X	X	X
<b>ADDITIONAL OPPORTUNITIES</b>						
FPD 10x10 tent provided at event Deadline: May 27	Included & prime spot	Included				

\*Race Shirt logo deadline: March 14

\*\*Brochure deadline: March 14

\*\*\*Logo added the 1st of each month

\*\*\*\*Free race registration tickets deadline to submit: June 11

\*\*\*\*\* Promo giveaway items due June 6



## Come Join the Fun!

# Senior Luncheons



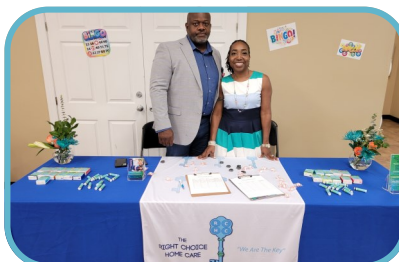
Dates: February 14, July 23, & October 3  
 Time: 11:30am -1:30pm  
 Location: Founders Community Center, 140 Oak St  
 Estimated attendance: 90+  
**Event dates subject to change.**

The Frankfort Park District offers 3 senior luncheons throughout the year; a Senior Valentine Lunch in February, a Senior Picnic in July, and a Senior Fall Luncheon in October. The Valentine and Fall luncheon provide live entertainment, while the senior picnic includes bingo. All three luncheons provide a catered meal and dessert.

Sponsorship Benefits	GOLD \$300 (Limit 1)	SILVER \$175 2 MAX PER CO	BRONZE \$75
LOGO PLACEMENT			
*Seasonal brochure	X		
Social media business feature	X		
Logo & link to website	X		
**Social media	X	X	
**Flyer	X	X	
**Eblast to patrons	X	X	
DAY OF OPPORTUNITIES			
Opportunity to speak to guests before entertainment/bingo begins	X		
8 ft table & 2 chairs provided by FPD	X	X	
Minimum of one raffle / bingo prize required to participate. Opportunity to place promo items on tabletops.	X	X	X
Opportunity to volunteer/help and be present at event. This does not include a booth.			X
Recognition at event	X	X	X

\*Brochure deadlines: Valentine: November 20, Picnic: March 14, Fall: July 21

\*\* Logo deadline: 1st of the event month or until registration is filled



## Come Join the Fun!

# Back To School Bash



Date: August 14  
Time: 6:00-8:00pm  
Location: Commissioners Park  
22108 S. 80th Avenue  
Estimated attendance: 500+

Join the Frankfort Park District for the 15th Annual Back to School Bash. The evening will consist of inflatable jumps, games, DJ music, crafts, touch-a-truck, concessions, plus playtime at the Splash Park. We ask that all kids bring a school supply to donate to families in need.

**Rain/weather location: Founders Community Center**  
**Location and date subject to change.**

Sponsorship Benefits	GOLD \$350	SILVER \$250	BRONZE \$150	EVENT SUPPORT \$100
<b>LOGO PLACEMENT</b>				
*Seasonal brochure	X			
Social media business feature	X			
Logo & link to website	X			
**Social media	X	X		
**Flyer	X	X		
**Eblast to patrons	X	X		
<b>DAY OF OPPORTUNITIES</b>				
8 ft table & 2 chairs provided by FPD Must provide game/activity for kids	X	X		
Signage with logo displayed during event	X	X	X	
Promotional Giveaways included in goodie bags (Supplied by Business & not required)	X	X	X	X
Recognition at event	X	X	X	X

\*Brochure deadline: March 14

\*\*Logo deadline: 3 weeks prior to event



## Come Join the Fun!



# Halloween Bash

Date: October 17

Time: 5:00-8:00pm

Location: Founders Comm Center, 140 Oak Street, Frankfort

Estimated attendance: 300 Registered Kids + parents/adults

Join us for a family-friendly Halloween event. There will be inflatable jumps, DJ dance party, balloon artist, spooky games, hay rides, kid crafts and small pumpkin patch. This event is pre-registration only.

***Date & time subject to change.***



Sponsorship Benefits	GOLD \$300	SILVER \$200	BRONZE \$100	EVENT SUPPORT \$50
<b>LOGO PLACEMENT</b>				
*Seasonal brochure	X			
Social media business feature	X			
Logo & link to website	X			
**Social media	X	X		
**Flyer	X	X		
**Eblast to patrons	X	X		
<b>DAY OF OPPORTUNITIES</b>				
8 ft table & 2 chairs provided by FPD Must provide game/activity for kids	X	X		
Signage with logo displayed during event	X	X	X	
Recognition at event	X	X	X	
<b>ADDITIONAL BENEFITS</b>				
Promotional Give-a-ways included in goodie bags (Supplied by Business & not required)	X	X	X	X

\*Brochure deadline: July 21

\*\* Logo deadline: September 12 or until registration is filled



## Come Join the Fun!

# 2025 Sponsorship Commitment Form

**Sponsor 3+ events at the Gold Level & receive a full page Sponsor Spotlight on our website & social media**

**Please check the box of the event(s) you are interested in sponsoring:**

Earth Day	
	Gold \$300
	Silver \$200
	Bronze \$150
	Event Support \$50

Short Run On A Long Day 5K	
	Main \$1,000 - FULFILLED
	Sleeve \$500 (Limit 2)
	Gold \$375
	Silver \$275
	Bronze \$200
	Event Support \$100

Back To School Bash	
	Gold \$350
	Silver \$250
	Bronze \$150
	Event Support \$100

Senior Luncheon(s)	
Valentine's Day	
	Gold \$300—FULFILLED
	Silver \$175 (2 max per co)
	Bronze \$75
Picnic	
	Gold \$300 - FULFILLED
	Silver \$175 - FULFILLED
	Bronze \$75
Fall	
	Gold \$300—FULFILLED
	Silver \$175 (2 max per co)
	Bronze \$75

Halloween Bash	
	Gold \$300
	Silver \$200
	Bronze \$100
	Event Support \$50

Parties In The Park	
June	
	Gold \$300
	Silver \$200
	Bronze \$100
	Event Support \$50
July	
	Gold \$300
	Silver \$200
	Bronze \$100
	Event Support \$50
August	
	Gold \$300
	Silver \$200
	Bronze \$100
	Event Support \$50

**Parties in the Park:**  
**Commit to all 3 Silver, save \$100**  
**Commit to all 3 Gold, save \$200**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Website: \_\_\_\_\_

The following forms of payment are accepted: Cash, Check, or Credit Card. If you are paying by check, please check the Enclosed is my check box below. Check the Send Invoice box for everything else. When you're ready to pay, please call the front desk during business hours to pay over the phone or send payment through the mail. Founders Community Center front desk business hours are M-F from 9am-4pm.

☐ Enclosed is my check for \$ \_\_\_\_\_ ☐ Send Invoice  
☐ I would like to make an in-kind donation. My in-kind donation contribution includes: \_\_\_\_\_

Please return completed form and electronic version of your logo (if applicable to sponsorship level) to [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org).

**Please remit payment to:**  
Frankfort Park District  
Attn: Julie Sullivan  
140 Oak Street, Frankfort, IL 60423



# Terms and Conditions

- 1) **Sponsorship Purpose:** Sponsorship and advertising with FPD positively promotes and financially supports the mission, vision, and values of the District.
- 2) **First-come, first-served:** Sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with FPD on a first-come, first-served basis, provided that the proposed sponsorship otherwise conforms with the policies as stated herein.
- 3) **Conflict of Interest:** FPD reserves the right, at its discretion, to refuse any sponsorship or advertising from an organization, agency, business, or individual.
- 4) **Rescheduling:** As deemed necessary, FPD holds the right to cancel or reschedule an event, publication, or project at its discretion.
- 5) **Refunds & Cancellations:** In the case of event cancellation, rain dates are not scheduled unless specified. If FPD deems it necessary to cancel an event, or advertisement and the event is not rescheduled, the Sponsor will have the option to choose another event/program in the same tier in place of the event that was cancelled. The amount paid for the initial event will be put towards the sponsorship fee of a future event. No refunds will be given.
- 6) **Payment & Invoice Terms:** Sponsors will be invoiced within one week of agreement completion. Unless otherwise agreed upon in writing by FPD, all sponsorships or advertising invoiced must be paid by the deadline listed. Payments not received by the deadline will incur a \$25 late fee and may result in agreement termination.
- 7) **Event Day:** Sponsorships including on-site benefits must arrive on time as scheduled with the FPD. Sponsors who arrive late may be denied entrance to the event. Sponsors who do not show will incur a \$50 no show fee, unless otherwise agreed upon with the FPD in writing.
- 8) **Logos and Banner Files:**  
Submit logos with the following specifications:
  - \* Full color PDF, JPEG, PNG, TIF with the fonts outlined (minimum resolution 300 dpi).
  - \* Files saved as .doc, .xls, .ppt, or .pub will not be accepted.
  - \* If a logo is received and is unusable due to format, design, or content, corrected artwork may be submitted prior to the deadline. Please send logos to Julie at [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org).  
Submit banners with the following specifications:
  - \* For banners brought to events by the sponsor, a size of H: 2' x W: 3' or H: 4' x W: 6' is required. The size will depend on the league/event. Please be sure all banners are prepared for the weather as FPD is not responsible for any torn or damaged banners.
- 9) **Certificate of Insurance:** At times, FPD may require a Certificate of Insurance for the Partner naming the Frankfort Park District as additional insured. The certificate must be endorsed and coverage must be adequate to be consistent with FPD policy.
- 10) **Indemnification:** The Sponsor shall indemnify & hold harmless the Frankfort Park District, employees, related event providers of goods and services, or any other participating sponsors will NOT be responsible for any injury, loss, or damage that may occur to the sponsor or their property from any cause whatsoever prior to, during or subsequent to the period covered by the contract; and the representative signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage, or injury from participation in the event.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email, Mail, or Fax Form to:

Frankfort Park District, Attn: Julie Sullivan, 140 Oak Street, Frankfort, IL 60423

[jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org) Ph: 815-469-9400 Fx: 815-469-9275 [www.frankfortparks.org](http://www.frankfortparks.org)



# Additional Sponsorship Options



## Fairy Tale Ball

This is a special event in February for dads and daughters as they spend the night dancing to their favorite music. Refreshments are served and each little girl goes home with a keepsake to remember their time spent with their dad. This event sells out each year.

Dates: January 31 & February 1

Location: Founders Community Center

Estimated # of attendance: 250 per night / 2 nights

\* **Goodie bag sponsor**

\* **Pizza sponsor**

\* **Dessert sponsor**

## Puzzle Mania

This is a jigsaw puzzle tournament. Teams will race against each other to finish the same puzzle. Bring snacks and enjoy an evening working together to solve the puzzle. Prizes will be given to the winning team.

Date: February 21

Location: Founders Community Center

Estimated # of attendance: 18 Teams of 4

\* **Snack & beverage sponsor**

\* **Puzzle sponsor**

\* **Winning team prize sponsor**



## Craft Fair (Spring & Holiday)

The Frankfort Park District has two craft shows per year, a Spring Craft Show held in March and the Holiday Craft Show is held in November. We have 65+ vendors/crafters for each event selling a variety of items such as food, jewelry, artwork, clothing, and more.

Dates: Spring, March 1 & Holiday, November 8

Location: Founders Community Center

Estimated number of shoppers: 500+

\* **500 Reusable tote sponsor**

(Sponsor provides 500 reusable shopping totes)

## Donuts with the Bunny

In early April, we ask the community to join Peter Cottontail for some crafts, holiday games, donuts, egg hunt and a special photo opportunity with the Bunny! Remember to bring your cameras.

Date: April 12

Location: Founders Community Center

Estimated number of attendance: 250

\* **Donut sponsor (20 dozen regular-sized donuts)**

\* **Goodie bag sponsor (toy, activity books, game)**



# Additional Sponsorship Options



## **Egg Hunt with Peter Cottontail (part of Donuts with Bunny event)**

Kids, grab your baskets and enjoy an egg hunt at Founders Community Center! Each time slot will have a designated hunt area with plastic eggs spread all over. Pre-registration is required.

Date: April 12

Location: Founders Community Center

Estimated number of attendance: 150

**\* Candy sponsor (2,000 eggs)**

## **Bowling with Mom**

This event is filled with fun and games for moms and their sons. They enjoy an evening of bowling (along with crazy bowling) and dinner. Each child receives a goodie bag while the moms receive a gift to remember their special evening.

Date: May 2

Location: Thunderbowl in Mokena

Estimated number of attendance: 100

**\* Dessert sponsor**

**\* Goodie bag sponsor**



## **Family Campout**

The Fall Family Campfire is held in September and consists of field games, hayrides, ghost stories, a bonfire, and s'mores.

Date: September 12

Location: Commissioners Park

Estimated number of attendance: 30-40 Families

**\* Breakfast items for 150 people \* Popcorn for 100 people \* Hay bales**

**\* Monetary support for s'mores and additional products**

## **Mother/Child Dance**

This is a special evening in September for moms and their children as they spend the night dancing to their favorite music. Refreshments are served. Children will receive a goodie bag. Moms receive a keepsake to remember the time spent with their child.

Date: September TBD

Location: Founders Community Center

Estimated number of attendance: 200

**\* Pizza sponsor**

**\* Goodie bag sponsor**

**\* Dessert sponsor**  
**FULFILLED**



# Additional Sponsorship Options

## Santa's Photos & Workshop

Santa is making a special appearance at the Founders Community Center. There will be crafts, holiday-themed games and a chance to visit with Santa. Remember to bring your cameras.

Date: December 6

Location: Founders Community Center

Estimated number of attendance: 200

\* *Photographer*

\* *Cookie decorating sponsor*

\* *Santa's gift sponsor*



## The Polar Express Storytime Train

ALL ABOARD...The Frankfort Park District invite children and their parents to take this special train ride to the "North Pole". On the way, Santa's elves will be busy making balloon animals while families enjoy listening to the "Polar Express" story. When we reach the "North Pole", we will find Santa Claus and bring him back with us on the train to the Hickory Creek Metra Station. Families can enjoy holiday cookies and music on our way home.

Date: December 7

Location: Hickory Creek Train Station

Estimated number of attendance: 40-60 Families

\* *Yoo-Hoo & cookies sponsor*

We strive to provide the very best, fun, family-oriented events, leagues, classes and programs to the Frankfort community and guests from the surrounding areas. Each and every sponsor and donor is vital to our success. Please visit <http://www.frankfortparks.org/about-us/sponsorship> to see all of our Sponsorship Packets: Special Events and Athletics. This section has additional information on Frankfort Park Donations, Tree Memorial Donations, Bench Memorial Donations, and Operation Playground Foundation.

We are always in need of volunteers for our events. To see a list of current opportunities, please go to <http://frankfortparks.org/special-events> and scroll down to the bottom.

If you have any questions or would like to discuss new ideas or current opportunities in more detail, please contact:

Julie Sullivan, Fundraising & Community Outreach Coordinator,  
815-469-9400, [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org) Thank you!

Scan to view Sponsorship Opportunities



Scan to view Volunteer Opportunities





# 2025 Sponsorship Commitment Form

Yes, I want to support the Frankfort Park District for the following event(s):

Fairy Tale Ball		Donuts w/the Bunny		Craft Fair - Spring	
	Goodie bag		Donuts- FULFILLED		Shopping bag
	Pizza		Goodie bag		Breakfast
	Dessert		Egg Hunt w/ Peter Cottontail		Coffee
Puzzle Mania			Candy	Craft Fair - Holiday	
	Snack & beverage		Bowling with Mom		Shopping bag
	Puzzle		Dessert		Breakfast
	Winning team prize		Goodie Bag		Coffee
Family Campout		Mother/Child Dance		Santa's Photos & Workshop	
	Breakfast		Goodie bag		Photographer
	Popcorn		Pizza		Santa's Gift
	Hay bales		Dessert - FULFILLED		Cookie decorating
	Monetary support for s'mores, etc.			The Polar Express Storytime Train	
					Yoo-Hoo & cookies

The following forms of payment are accepted: Cash, Check, or Credit Card. If you are paying by check, please check the Enclosed is my check box below. Check the Send Invoice box for everything else. When you're ready to pay, please call the front desk during business hours to pay over the phone or send payment through the mail. Founders Community Center front desk business hours are M-F from 9am-4pm.

☐ Enclosed is my check for \$\_\_\_\_\_

☐ Send Invoice

☐ I would like to make an in-kind donation. My in-kind donation contribution includes: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Website: \_\_\_\_\_

Please return completed form and electronic version of your logo (if applicable to sponsorship level) to [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org).



**Please remit payment to:**

Frankfort Park District, Attn: Julie Sullivan  
140 Oak Street, Frankfort, IL 60423



# Terms and Conditions

- 1) **Sponsorship Purpose:** Sponsorship and advertising with FPD positively promotes and financially supports the mission, vision, and values of the District.
- 2) **First-come, first-served:** Sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with FPD on a first-come, first-served basis, provided that the proposed sponsorship otherwise conforms with the policies as stated herein.
- 3) **Conflict of Interest:** FPD reserves the right, at its discretion, to refuse any sponsorship or advertising from an organization, agency, business, or individual.
- 4) **Rescheduling:** As deemed necessary, FPD holds the right to cancel or reschedule an event, publication, or project at its discretion.
- 5) **Refunds & Cancellations:** In the case of event cancellation, rain dates are not scheduled unless specified. If FPD deems it necessary to cancel an event, or advertisement and the event is not rescheduled, the Sponsor will have the option to choose another event/program in the same tier in place of the event that was cancelled. The amount paid for the initial event will be put towards the sponsorship fee of a future event. No refunds will be given.
- 6) **Payment & Invoice Terms:** Sponsors will be invoiced within one week of agreement completion. Unless otherwise agreed upon in writing by FPD, all sponsorships or advertising invoiced must be paid by the deadline listed. Payments not received by the deadline will incur a \$25 late fee and may result in agreement termination.
- 7) **Event Day:** Sponsorships including on-site benefits must arrive on time as scheduled with the FPD. Sponsors who arrive late may be denied entrance to the event. Sponsors who do not show will incur a \$50 no show fee, unless otherwise agreed upon with the FPD in writing.
- 8) **Logos and Banner Files:**  
Submit logos with the following specifications:
  - \* Full color PDF, JPEG, PNG, TIF with the fonts outlined (minimum resolution 300 dpi).
  - \* Files saved as .doc, .xls, .ppt, or .pub will not be accepted.
  - \* If a logo is received and is unusable due to format, design, or content, corrected artwork may be submitted prior to the deadline. Please send logos to Julie at [jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org).  
Submit banners with the following specifications:
  - \* For banners brought to events by the sponsor, a size of H: 2' x W: 3' or H: 4' x W: 6' is required. The size will depend on the league/event. Please be sure all banners are prepared for the weather as FPD is not responsible for any torn or damaged banners.
- 9) **Certificate of Insurance:** At times, FPD may require a Certificate of Insurance for the Partner naming the Frankfort Park District as additional insured. The certificate must be endorsed and coverage must be adequate to be consistent with FPD policy.
- 10) **Indemnification:** The Sponsor shall indemnify & hold harmless the Frankfort Park District, employees, related event providers of goods and services, or any other participating sponsors will NOT be responsible for any injury, loss, or damage that may occur to the sponsor or their property from any cause whatsoever prior to, during or subsequent to the period covered by the contract; and the representative signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage, or injury from participation in the event.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email, Mail, or Fax Form to:

Frankfort Park District, Attn: Julie Sullivan, 140 Oak Street, Frankfort, IL 60423  
[jsullivan@frankfortparks.org](mailto:jsullivan@frankfortparks.org) Ph: 815-469-9400 Fx: 815-469-9275 [www.frankfortparks.org](http://www.frankfortparks.org)