

SPECIAL EVENTS



FRANKFORT *Park District*



Frankfort Park District ~140 Oak Street, Frankfort, IL 60423
815-469-9400 ~ 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, Thriller at Main Park, 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



8,000+
FACEBOOK
FOLLOWERS



1,752+
INSTAGRAM
FOLLOWERS



24,000+
SEASONAL
RECREATION
GUIDE



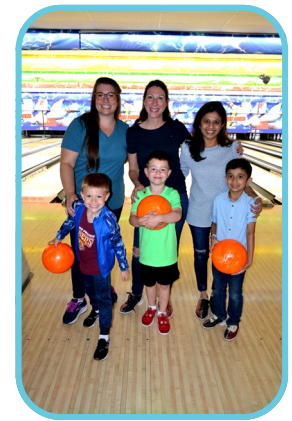
140,000+
WEBSITE
VISITORS



8,396+
EMAIL
SUBSCRIBERS



9,500+
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!

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: February 2 & 3

Location: Founders Community Center

Estimated # of attendance: 200 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 16

Location: Founders Community Center

Estimated number of attendance: 75 per night

* **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 2, Holiday: November 9

Location: Founders Community Center

Estimated number of attendance: 100-200

* **Shopping bag sponsor**

* **Breakfast sponsor**

* **Coffee sponsor**



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: March 23

Location: Founders Community Center

Estimated number of attendance: 200

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

* **Goodie bag sponsor**



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: March 23

Location: Founders Community Center

Estimated number of attendance: 200

* Candy sponsor (2,000 eggs)

FULFILLED

Kids Garage Sale

The Frankfort Park District hosts an annual garage sale in April allowing children ages 5-14 years of age to sell their unwanted toys, games, clothing, and more. We have 20-25 children (with parent/guardian) selling their items.

Date: April 20

Location: Founders Community Center

Estimated number of attendance: 150-200

* Breakfast items for 30 families



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 10

Location: Thunderbowl in Mokena

Estimated number of attendance: 75

* Dessert sponsor

* Goodie bag sponsor

Family Campfire

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

Date: September 14

Location: Commissioners Park

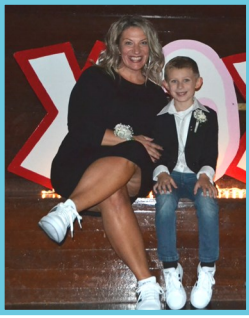
Estimated number of attendance: 40-60 Families

* Breakfast items for 100 people * Popcorn for 100 people * **FULFILLED**

* Monetary support for s'mores and additional products



Additional Sponsorship Options



Mother/Son Dance

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

Date: September 27

Location: Founders Community Center

Estimated number of attendance: 125

* **Pizza sponsor**

* **Goodie bag sponsor**

* **Desert Sponsor**

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 7

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.

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 Brochure Advertising, 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 and Community Outreach Coordinator, 815-469-9400, jsullivan@frankfortparks.org. Thank you!

2024 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 - FULFILLED	Craft Fair - Holiday
Snack & beverage	Kids Garage Sale	Shopping bag
Puzzle	Breakfast	Breakfast
Winning team prize	Mother/Son Bowling	Coffee
Family Campfire	Dessert	Santa's Photos & Workshop
Breakfast	Goodie Bag	Photographer - FULFILLED
Popcorn	Mother/Son Dance	Santa's Gift
Hay bales—FULFILLED	Goodie bag	Cookie decorating
Monetary support for s'mores, etc.	Pizza	The Polar Express Storytime Train
	Dessert - FULFILLED	Yoo-Hoo & cookies - FULFILLED

The following forms of payment are accepted: Cash, Check, or Credit Card. If you prefer CC, please check the Send Invoice box below. Once you receive an invoice, please call the front desk during business hours to pay over the phone. 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.

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.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 Ph: 815-469-9400 Fx: 815-469-9275 www.frankfortparks.org