



# "DIA DE LOS MUERTOS" SPONSORSHIP AGREEMENT FORM

This sponsorship agreement ("agreement") is made between Sol y Luz Inc. ("organizer") and the undersigned sponsor ("sponsor") for the "Día de los Muertos" fundraiser event. This agreement outlines the terms, benefits, and obligations for the selected sponsorship level.

## 1. Sponsorship Level & Contribution

Sponsor agrees to participate as a: \_\_\_\_\_

- Platinum – \$3,000
- Gold – \$1,500
- Silver – \$1,000
- Bronze – \$500
- Liquor Sponsor – \$0

**Sponsorship Contribution Amount:** \$ \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

- Zelle: info@solyluznonprofit.org
- CashApp: \$solyluznonprofit
- Check: Payable to Sol y Luz Inc.
- Mail to:  
Sol y Luz Inc.  
5318 Wesleyan St #1172  
Houston, TX 77005

## 2. Benefits

The Organizer will provide the benefits associated with the sponsorship level as outlined in the event sponsorship package, including but not limited to logo placement, event mentions, and on-site recognition.

## 3. Sponsor Obligations

Sponsor agrees to provide necessary materials (e.g., logos, product details, marketing assets) by the deadlines provided by the Organizer. Sponsor will comply with all event policies and guidelines.

## 4. Tequila Sponsor Requirements

In addition to the general obligations above, Tequila Sponsors agree to the following:

### A. Branding & Marketing Materials

- Submit logo in high-resolution PNG/JPG and vector format (EPS/AI).
- Provide any brand guidelines for logo usage.
- All materials should be submitted as early as possible to allow ample time for promotion.
- Provide a brochure or brand history for the tequila, including the information you'd like us to share on social media.

### B. Product Details & Delivery

- Provide a list of tequila products to be served, including bottle count and sizes.
- All tequila must be delivered to the venue by 4:00 PM CST on event day.
- Loading and unloading instructions will be provided one week prior to the event.

### C. Staffing & Setup

- Confirm if you will be providing brand ambassadors or bartenders for pouring and serving.
- Confirm if you will have your own bar setup or if you will supply tequila bottles for the event bartender to serve as the preferred bar tequila.

### D. Event Day Expectations

- Arrive at **4:00 PM CST** on event day to begin setup. If operating a tequila station, it must be fully set up and ready 30 minutes before guest arrival (**5:30 PM CST**).
- All staff must follow venue and liquor service regulations.
- Sponsor is expected to remain for the entire event.
- Per Library policy, alcohol service must end by **9:30 PM CST**.

## 5. Payment Terms

- Full payment is due within 7 days of signing this Agreement unless otherwise agreed in writing.
- Failure to submit payment may result in forfeiture of sponsorship benefits.

## 6. Liability

Organizer is not responsible for any loss, damage, or injury to Sponsor's property or personnel during the event.

## 7. Termination

Either party may terminate this Agreement in writing with mutual consent. In the event of termination, refunds will be at the discretion of the Organizer.

## **8. Signatures**

By signing below, both parties agree to the terms outlined in this Agreement.

Sponsor Name: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organizer Name: \_\_\_\_\_

Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_