REQUEST FOR PROPOSALS

Sycamore Township Sponsorship Services

Sycamore Township, Ohio

Overview

Sycamore Township seeks proposals from qualified individuals or firms to develop and manage sponsorships for various township events and organizations, including its annual Festival in Sycamore and Sycamore Township Veterans Memorial. The goal is to increase sponsorship revenue and build lasting relationships with local and regional businesses.

The festival is a two-day summer event attracting thousands of attendees, with nationally recognized musical acts, carnival rides, family entertainment, and food and beverage vendors. In addition to the Festival, Sycamore Township has an award-winning Veterans Memorial that was dedicated to the Township by the Sycamore Township Veterans Commission. Opportunities for sponsorships including plaques, engraved bricks, and other memorial items exist.

Scope of Services

The selected contractor will work with Township staff to:

- Review and develop sponsorship packages and pricing.

- Identify prospective sponsors and solicit cash and in-kind support.

- Coordinate sponsorship agreements with Township staff.

- Manage sponsor relationships, recognition, and benefits.

- Track sponsorship activity and provide progress reports and final results.

Proposal Requirements

Proposals must include:

1. Qualifications: Relevant experience and examples of sponsorship results.

2. Personnel: Key individuals assigned to the project and their roles.

3. Approach: Proposed strategy, timeline, and reporting process.

4. References: Three clients for similar services, with contact information.

5. Fees: All proposed fees, commissions, retainers, and expenses.

The Township will consider fixed-fee, commission-based, or combined compensation arrangements.

Selection

Proposals will be evaluated based on experience, past results, proposed approach, references, and overall cost and value. The Township reserves the right to reject any or all proposals and negotiate terms with the selected proposer.

Submission

Email proposals by Friday, December 18, 2026, at 4:30 p.m. EST to gbickford@sycamoretownship.org.

Direct questions to:

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