



**Ref: Colby Recreation Sponsorship Opportunities,**

Dear Potential Sponsor,

Enclosed you will find a copy of our bid packet for sponsorship opportunities throughout the year of 2022. Please read completely so that you understand all the conditions, requirements and opportunities related to this bid and contract.

The term of this bid will be for the 2022 year starting January 1<sup>st</sup> and ending December 31<sup>st</sup>. The bid may be extended for two (2) additional years (2023 and 2024) if both parties agree and bid prices are firm. This would allow the agreement for a total of three (3) years potentially going through the year of 2024.

This bid contains multiple sponsorship opportunities. You are welcome to bid on just one option or as many as you would like. Each League/Special Event is listed in detail containing what each sponsor would receive if they were to win the bid. The first listed programs are for “premier” sponsorship opportunities. There is then a “Gold” level of sponsorship that is open to everyone. The last item concerns the upcoming ballfields renovations at Young Park.

Payment must be paid on January 1<sup>st</sup> of each year. Each year the payment must be paid in full on January 1<sup>st</sup>. If this payment is not received the contract is void and will be reopened to the next highest bidder.

The following completed forms must be completed and turned in by the bid submittal date of 1:30pm Monday, December 6<sup>th</sup>, 2021

- Bid Submittal Sheet with verified signatures
- Business/Organization Contact Sheet
- Any additional information seen fit for your proposed bid.

Bid submittals are due at 1:30pm on December 6<sup>th</sup> and bids will be opened at 1:30 pm on Monday, December 6<sup>th</sup>

Bid submittals need to be delivered to the following address:

James Farris  
Recreation & Facilities Director  
Colby Recreation Department  
1200 S. Franklin  
Colby, KS 67701

Additional contact information:  
Phone: 785-460-4440 or 785-269-7685  
Email: [recreation@cityofcolby.com](mailto:recreation@cityofcolby.com)

Sincerely,

James Farris  
Director of Recreation & Facilities  
City of Colby, Kansas

**SUBMITTAL SHEETS  
COLBY RECREATION DEPARTMENT  
SPONSORSHIP OPPORTUNITIES**

**Bid Submittal Deadline: 1:30pm, Monday, December 6<sup>th</sup> 2021**

**Bid Opening: 1:30pm, Monday,  
December 6<sup>th</sup> 2021**

**PRICING**- All proposals submitted shall have a stated dollar amount per year.

Each League/Event will be listed below with detailed information on what each sponsorship entails.

## Youth Sports League Sponsorship:

Your sponsorship of all youth sports leagues includes; Youth Summer Baseball/Softball Leagues, Youth Fall Flag Football & Volleyball Leagues, as well as Winter Youth Basketball Leagues. Based on number from previous years these leagues would include approximately 1,400 kids (840 unique) This sponsorship excludes all Little All-Stars programs (programs for 3&4 year old's) There is a separate bid for Little All-Stars.

The sponsorship of all Youth Sports Leagues would include:

- Your logo placed on the back of the participant and coach's shirts.
- Your company banner at each gameday.
- Your logo in premium placement on our Colby Recreation website.
- Your logo on all printed promotional flyers.
- Your logo on our Social Media outlets when promoting the Youth League, you are sponsoring.
- Your company can provide promotional products or certificates to give to participants.
- Opportunity for on-site promotions at gamedays
- Your own slide on our slideshow presentation at the Colby Event Center.

Minimum Starting Bid (\$2,000)

Proposing Price Per Year: \$ \_\_\_\_\_ . \_\_\_\_\_

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

## Little All-Stars Sponsorship:

Little All-Stars are programs for 3&4 year old's designed to introduce the basic fundamentals of the game and have fun. Each program lasts five weeks meeting on one night per week for one hour each evening. Your sponsorship of all Little All-Stars programs includes; Winter Basketball, Spring Soccer, Summer T-Ball and Fall Flag Football and Cheer. Based on number from the previous year these leagues would include approximately 300 kids (180 unique)

The sponsorship of all Youth Sports Leagues would include:

- Your logo placed on the back of the participant and coach's shirts.
- Your company banner at each session.
- Your logo in premium placement on our Colby Recreation website.
- Your logo on all printed promotional flyers.
- Your logo on our Social Media outlets when promoting the Youth League, you are sponsoring.
- Your company can provide promotional products or certificates to give to participants.
- Opportunity for on-site promotions at sessions.
- Your own slide on our slideshow presentation at the Colby Event Center.

Minimum Starting Bid (\$1,000)

Proposing Price Per Year: \$ \_\_\_\_\_ . \_\_\_\_\_

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

## **Special Event Sponsorship:**

Below listed are all special events we are bidding out for the 2022 year with a description of each. For each sponsorship you would include the following:

- Your company banner on site at the event
- Your logo on all printed promotional flyers.
- Your logo on our Social Media outlets when promoting the Youth League, you are sponsoring.
- Your company can provide promotional products or certificates to give to participants.
- Opportunity for on-site promotions at the event
- Verbal announcements during the event thanking you for your sponsorship.

Colby Recreation is willing to work with you regarding your sponsorship. If you are the bid winner discussion can be had for more ideas regarding your event. This will need to be a mutual agreement between both parties.

## Daddy/Daughter Dance (February)

A dinner and dance at the Event Center. Meal provided as well as a picture booth and other fun activities. This dance takes place around Valentine's day each year. This event will be able to entertain 35-40 Daddy/Daughter couples.

Minimum Starting Bid (\$250)

Proposing Price Per Year: \$ \_\_\_\_\_ . \_\_\_\_\_

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

# Event Center Youth Basketball Tournament (March-April)

A youth basketball tournament that takes place in the spring of each year. This is a two day tournament (Saturday-Sunday) In prior years this tournament has brought in approximately 30 teams from Colby and other areas across Western Kansas.

Minimum Starting Bid (\$500)

Proposing Price Per Year: \$ \_\_\_\_\_ . \_\_\_\_\_

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

## **Boo Bash, Kids Halloween Event (October)**

A youth event for grades K-6<sup>th</sup> grade. Takes place at the Event Center on an evening around Halloween. Includes pumpkin carving, a live movie showing, games, a costume contest and more. Roughly 80 kids have attended this event in the year 2021.

Minimum Starting Bid        (\$250)

Proposing Price Per Year:    \$ \_\_\_\_\_ . \_\_\_\_\_

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

# **Christmas Event Sponsor - Bells and Bags Cornhole Tournament & Kid's Movie on the Court (December)**

The weekend prior to Christmas the recreation department hosts a two day event, one day catered towards adults and the other towards kids. The Bells and Bags Cornhole tournament takes place on a Saturday, while the kids movie on the court (Christmas movie) takes place on Sunday.

Minimum Starting Bid (\$500)

Proposing Price Per Year: \$ \_\_\_\_\_ . \_\_\_\_\_

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

## Gold Level Sponsorship:

The gold level sponsorship is open to everyone and is not an opportunity for bid, rather, it is a set price and fee. All gold sponsor fee's must be received by January 1<sup>st</sup> of each year. You are able to renew this sponsorship for a total of two additional years if you desire.

The gold level sponsorship would include:

- Your logo placed on a slide at the Event Center with other gold sponsors.
- Multiple social media posts thanking your for your sponsorship.
- One unique post per year with just your company/organization customized to your liking
- Your logo in premium placement on our Colby Recreation website.
- Your company can provide promotional products or certificates to give to participants.

Price Per Gold Sponsor: \$250 per year

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **Young Park (Ballfields) Renovation Founding Member**

The Recreation Department is in the process of renovating the ballfields and are currently in the process of applying for grants and fund seeking. If you are interested in becoming a founding member of this project the minimum donation amount is \$1,000. This will get your name placed on the founder's board when entering the complex. We are more than happy to share more information about the upcoming renovations, please feel free to contact us.

Founding Member Sponsor: \$1,000 one time fee

Verification Signature of above said price:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

# Potential Sponsor Contact Information

Business/Organization Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Years in Business: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

Any questions regarding the bid please contact:

Colby Recreation Department

785-460-4440

[recreation@citycolby.com](mailto:recreation@citycolby.com)