

**EXHIBIT A**  
**Port Authority of Allegheny County**  
**Charitable Sponsorship or Contribution Request Form**

**This application is for:**

- ☐ **Sponsorship:** A contribution for an event or series of events for which Port Authority receives visibility, publicity, advertising or other similar benefit, or
- ☐ **Contribution:** A one-time contribution of financial support to an organization or event for which Port Authority receives less visibility and brand exposure than a sponsorship. Example: tickets to an event when a sponsorship package is not involved.

**Name of Organization:**

**Contact Person:**

**Organizational Status:** Government ☐; Nonprofit (Must submit documentation) ☐

**Mailing Address:**

**Phone Number:**

**Email Address:**

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**Tell us about the event, program, or activity**

**Name of event, program or activity:**

**Describe event or explain how contribution will be used:**

**Sponsorship fee or contribution request:**

**If in-kind support request, describe:**

**Event date(s):**

**Estimated number of total attendees:**

**How does this request meet or relate to Port Authority's goals?**

**Briefly describe the attendee demographics including the communities served:**

**List the benefits to Port Authority:**

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**Person requesting sponsorship or contribution:**

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**Approval of Port Authority Assistant General Manager (for Port Authority Division or Employee Requests Only):**

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Print Name

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Signature

**Return this form and supporting documents to:**

**Jim Ritchie  
Communications Officer  
Port Authority of Allegheny County  
Heinz 57 Center  
345 Sixth Avenue  
Pittsburgh, PA 15222-2527**