

How Sponsorship/Advertising Works

Step 1: Select your Sponsorship/Advertising Package
Select your Sponsorship Package and the events you would like to sponsor or Advertising medium. See Sponsorship & Advertising Brochure.

Step 2: Submit Your Selections
Email your selections to Marina.Alvarado@us.af.mil and you will receive the Working Copy of your Sponsorship/Advertising Agreement within 1-4 business days.

Step 3: Review and Correct Draft
Once you receive the Working Copy of your Agreement, please review it and make any changes you need. No signature is necessary on the Working Copy. Email the draft back to the Commercial Sponsorship & Advertising Specialist for processing.

Please note: Your agreement will be routed to the Goodfellow Air Force Base Legal Department for review and approval. Please allow 1-4 weeks lead time for this process.

Step 4: Sign Official Contract
Once the Agreement has been approved, your Commercial Sponsorship & Advertising Specialist will send you the official copy for signature. Once it is signed please email it back for our records.

Step 5: Prepare For Your Sponsorship/Advertising Term
The Commercial Sponsorship & Advertising Specialist will contact you prior to your term to walk you through the logistics.