



Thank you for your request for tickets from the Chattanooga Metropolitan Airport Authority (CMAA). We are committed to the community we serve and we are pleased to work with local organizations in a cooperative effort to benefit both parties. We make a concerted effort to participate in charitable/promotional requests. To be fair to all parties in considering these requests, please use the following guidelines when submitting charitable requests.

**Guidelines for charitable donations:**

- Requests must be submitted in writing on event/organization letterhead.
- Requests must be received at least six weeks prior to the event or any media deadlines.
- Please allow three weeks to process your request.
- Include a contact name, address and e-mail of the person that should receive the donation in your proposal.
- Requests should be for air transportation only.
- CMAA does not make financial contributions.
- Requests should not exceed one written page in length.
- Summarize the event or organization's objectives and purpose.
- Provide a description of the event or program.
- Specify the origin and destination city on your requested trip. Please note: the standard gift is roundtrip coach airfare for two.
- List other partners participating in the event or program, if any.
- Provide the estimated attendance and demographic makeup of the audience.
- Please explain how the donation will be recognized in promotion of the event, at the event and post-event. Your request cannot be considered without this information.
- Requests that do not meet all of these requirements will not be considered.

**Please fax or mail the charitable request to CMAA at:**

Marketing & Communications Department  
1001 Airport Road, Suite 14  
Chattanooga, TN 37421  
423-855-2212

CMAA will respond to your request in a timely manner. Thank you.