SAIL Program Co-Sponsorship Contract

Co-Sponsorship Information:

Today’s Date _____________________________________

Your Name, Title _____________________________________

Your Contact Information _____________________________________

Group you Represent _____________________________________

Date of Event ___________________________ ________________

Name of Event ___________________________ ________________

Time of Event ___________________________ ________________

Location of Event _____________________________________

Brief description of event:

Progress made on the event thus far (including any reservations made, monies raised or allocated, contracts or services requested, and marketing done):

Types of assistance requested:

- Campus Reservations (Room/Outdoor Space, Banner, Equipment, Work Orders)
- Contracting (Contracts, Lodging, Check Requests)
- Catering (Ordering, Confirmation, Pick-up, Clean up)
- Publicity (Design, Printing, Distribution/Submission)
- Purchasing Advice (Decorations/Prizes/Giveaways, Reimbursements)
- Man Power (On-site help on day of event)

Total amount of funding requested: $___________

Other sources of funding, and the amount they are contributing:

Source: _____________________________________ $___________

Source: _____________________________________ $___________
Rules and Procedures for SAIL Co-Sponsorship:

1. A completed co-sponsorship form must be turned in to Sarah Giavedoni (210 HU) or her mailbox in the SAIL suite no later than **four weeks** before the date of the event (**eight weeks** notice must be given for contracted events).
   - Events will NOT be considered for co-sponsorship if less notice is given.
   - Applications by student organizations will not be considered if they do not have an advisor’s signature.
2. Once your application is turned in, you will receive an email inviting you to the next weekly SAIL programming meeting. You will present your idea for the event there, and explain what type of help or collaboration you would like from SAIL.
   - The SAIL Programs area will typically decide during that meeting whether or not to grant you co-sponsorship.
3. If you are granted co-sponsorship, the degree of the steps that follow will vary depending on what you have requested from SAIL. For all cases, you will sit down with a SAIL programming staff member to determine the course of action for promotion, contracting (if necessary), catering (if necessary), and reservations.
   - There must be a representative present at every scheduled meeting.
   - All event problems will be discussed immediately and in private meetings.
   - All publicity will be executed on an agreed-upon schedule.
4. Within seven days of the event, you must reconvene with the SAIL programming staff to evaluate the success of the event and your co-sponsorship with us.
   - This evaluation will include things like event attendance, overall success, what you would do differently in the future, and future co-sponsorship opportunities.

The programming area within SAIL is committed to organizing and executing all events successfully.

By signing this form, you are committing yourself and your organization to the responsibility of executing this event. This responsibility includes following up and following through with the SAIL programming staff in the agreed upon time and manner during the planning stages of the event. It also includes establishing and working under a set budget, being present for and involved in the set up and breakdown of the event, and for whatever tasks your group has committed to by making this request and during the initial discussions.

*The SAIL programming staff reserve the right to cancel our agreement if the above stipulations are not met.*

Group Representative’s Signature:

________________________________________________________________________

Group Advisor’s Signature:

________________________________________________________________________

SAIL Programming Staff Signature:

________________________________________________________________________
| SAIL Staff Approval? | YES | NO |