SAIL Program Co-Sponsorship Request Form

Co-Sponsorship Information:

Today’s Date  _____________________________________
Group Requesting From  _____________________________________
SAIL Staff Name, Title  _____________________________________
SAIL Contact Information  _____________________________________

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, 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: ____________________________________ $______________
The programming area within SAIL is committed to organizing and executing all events successfully.

By signing this form, we have offered to commit ourselves on behalf of our area within the SAIL department to the responsibility of executing this event. This responsibility will specifically include the following:

1. A completed request form will be turned in to your organization no later than **four weeks** before the date of the event (no less than **eight weeks** notice will be given for contracted events).
   - We recognize that events may not be considered for co-sponsorship if less notice is given.
2. We will present our idea to your organization, and specifically explain what kind of help we are requesting.
3. If granted co-sponsorship, we will sit down with a member of your organization to determine the course of action for promotion, contracting (if necessary), catering (if necessary), and reservations.
   - We expect a representative from both parties 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. After the event, we will re-convene within seven days to evaluate the success of the event and your co-sponsorship with us.
   - This evaluation will include things like event attendance, overall success in execution and satisfaction, what you would do differently in the future, and future co-sponsorship opportunities.

Our responsibility will also include following up and following through with your 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 the programming area of SAIL committed to by making this request and during the initial discussions.

SAIL Programming Staff Signature:
________________________________________________________

Group Representative’s Signature:
________________________________________________________

Group Advisor’s Signature:
________________________________________________________