We define Co-Sponsorship as – 2 or more departments or organizations that partner to plan and implement a program or event. This may or may not involve financial support.

Name of Event ________________________________________________________________

Location ___________________________ Date/Time ____________________________

Description (attach additional materials) __________________________________________

Target Audience _____________________________________________________________

Purpose ______________________________________________________________________

Technical Needs ______________________________________________________________

Cost Break Down:

Performance Fee ___________________________ Hospitality ____________________________

Tech Fees ___________________________ Site Fees ____________________________

Publicity ___________________________ Other(s) ____________________________

Total Cost ________________________________

Admission Charges ________________________________

Contact:

Name ___________________________ Phone ____________________________

E-Mail ___________________________ Group ____________________________

What are you looking for in a Co-Sponsor?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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