



Co-Sponsorship Request for SAC

Name of Organization: _____

Contact Person: _____ Contact Phone: _____

Total Cost of Event: _____ Amount Requested from SAC: _____

Date of Event (must allow 3 weeks notice): _____

Would you like this event to be a part of the SAC punch card: _____

Please fully address all of the following:

- Describe the event
- How does this event fit in with the mission of SAC to provide programs that cater to a wide variety of students?
- Is this program similar to any other programs offered on campus?
- What is SAC's role with the event? Are SAC volunteers needed?
- Please describe how you will be marketing the event (e-mails, posters, giveaways, newspaper ads, etc.) *If SAC agrees to be a co-sponsor the SAC logo must be listed on all marketing.*
- Do you have or are you soliciting any other co-sponsors? If so, who and why.

Co-Sponsorship requests will be judged on the following criteria:

- Fulfills a programming need
- Does not duplicate currently existing programs sponsored by SAC, other student organizations or university departments
- Dates desired do not conflict with previously scheduled events
- Event is in accordance with the mission of SAC
- Ability for SAC to take an active role in the event
- Availability of funds in the co-sponsorship budget
- Admission to the event must be open to all students regardless of sex, race, sexual orientation, religion, or ethnic background