



Event Co-Sponsorship Proposal Form

Today's Date: _____ Proposed Event Date: _____
 Event Name: _____ Load In Time: _____
 Co-Sponsoring Department: _____ Event/Show Start Time: _____
 Contact Person: _____ Event/Show End Time: _____
 Phone: _____ Load Out Completed: _____
 Group to be co-sponsored: _____ Event Location: _____
 Address: _____ Billing Name: _____
 Phone #: _____ Billing Address: _____
 Is this a For-Profit Agency/Organization? Yes/No Will tickets Be Sold? Money Yes/No
 from ticket sales goes to? _____

Purdue Fort Wayne School or Department Sponsorship Criteria and Guidelines:

1. There must be a logical connection between the Purdue FW sponsor and the outside organization.
2. The Purdue FW sponsor must have significant participation in the activity or event. This includes, being onsite the entire time the co-sponsored group is on campus for their event and being the sole point of contact on event day between the University and the co-sponsored group.
3. All event publicity must list Purdue FW and the sponsoring department in comparable size and status as the outside organization.
4. A tangible benefit must accrue to the University.
5. Co-sponsorship terms between the involved parties must be documented in a letter of agreement or contract.
6. The sponsoring department becomes the sole university contact for the group. All requests of the University (e.g. scheduling, facility set-up, Police, catering, etc.) must be made by the Purdue FW sponsor.
7. For all co-sponsored events, all money to be collected (thru ticket sales, etc) is to be collected by approved cash handling venues in the University (RMC Box office, Gates Sports Center, Continuing Studies) at pre-established costs. The University will then disperse the collected funds to the co-sponsored group.
8. Co-sponsorship forms must be submitted and approved no less than 10 business days prior to the scheduled event date.
9. Any exceptions to the above items must be approved in writing by the comptroller's office.

Briefly describe how your proposed event fulfills the co-sponsor criteria.

I understand co-sponsored events as described above. I agree to be the sole contact person between the facility manager and the co-sponsored group. I agree to be on site for the entire event including load in and tear down. My department guarantees timely payment of all charges and fees by the co-sponsored group. In the event the co-sponsored group will not or is unable to pay associated charges and fees my department agrees to be fiscally responsible.

Signature of Campus Person Proposing Sponsorship: _____
Title: _____

Department Head Approval: _____

Business Manager Approval: _____

NOTE: This form must have all approval signatures before the event contract can be written.

Copies: Original to the Co-sponsoring department _____ Copy to: Comptroller _____ Business Manager _____ Facility Event Staff _____