

Request for Co-Sponsorship

STUDENT UNIVERSITY PROGRAMMERS

Requesting Organization _____ Date Submitted _____

Contact Name _____ Rowan Email _____

Phone Number _____ Event Name _____

Event Date _____ Event Time _____ Event Location _____

1. Co-Sponsorship Policy

- a. The Student University Programmers shall uphold a Co-Sponsorship Policy that shall be made available to all Student Government Association chartered organizations or university departments. Co-Sponsorship shall refer to any event that is conducted as a joint effort in planning and execution with another entity. The SUP Vice President reserves the right to terminate a Co-Sponsorship agreement at their discretion.
- b. **Proposal Process Format:**
 - i. This form must be filled out and submitted to the SUP Vice President. A meeting is required with the SUP Vice President to review this completed form.
 - ii. If the SUP Executive Board decides to reach out to another club, department, or organization for a Co-Sponsorship, the Co-Sponsorship must first be voted on by the SUP Executive Board and approved.
 - iii. The SUP Executive Board will vote on the requested Co-Sponsorship.
 - iv. If the Co-Sponsorship is approved, a meeting is required with the SUP Vice President to discuss further event details such as date, time, location, anticipated attendance, target audience, and plans for publicity.
 - v. If the event will require technical services, a meeting with the SUP Director of Technical Services is required.

2. Tiers

a. Tier 1

- i. This tier is reserved for an event already planned by SUP. Clubs, organizations, and departments are able to setup a promotional table at the SUP event under this tier.
- ii. Proposal process and signed contract must be completed 2 weeks prior to the event and movie night tabling one week prior.
- iii. Clubs, organizations, and departments must provide volunteers to staff a promotional table.
- iv. The Student University Programmers will not provide the following for Co-Sponsorship:
 1. Advertisement
 - a. Unless VP and Executive Board approve based on event and support provided from co-sponsor
 2. Available Food Services
 3. Technical Services
 4. Funding

b. Tier 2

- i. This tier is reserved for an event already planned by a club, organization, or department. SUP is able to setup a promotional table at the event, provide volunteers for event assistance, and provide specified requested services under this tier.
- ii. Proposal Process and Signed contract must be completed 6 weeks prior to the event.

- iii. Clubs, organizations, and departments must provide volunteers for event assistance.
 - iv. The Student University Programmers can provide the following for Co-Sponsorship:
 - 1. Social Media if applicable
 - a. Other advertisements must be requested 3 weeks before the event and have a meeting with Director of Marketing
 - 2. Available Food Services up to \$100 in Gourmet Dining catering
 - 3. Technical Services
 - v. The Student University Programmers will not provide the following for Co-Sponsorship:
 - 1. Funding
- c. Tier 3**
- i. This tier is reserved for an event that can be jointly planned and staffed by SUP and another club, organization, and department.
 - ii. Proposal process and signed contract must be completed 8 weeks prior to the event.
 - iii. Volunteers from both parties must be provided for event assistance.
 - iv. The Student University Programmers can provide the following for Co-Sponsorship:
 - 1. Advertisement
 - 2. Available Food Services
 - 3. Technical Services
 - 4. Funding (amount will be determined by a vote from the Executive Board)

3. Criteria

- a. SUP reserves the right to deny any Co-Sponsorship, which will be determined on a case-by-case basis by the SUP E-Board.
- b. In accordance with university policy, any outside person(s) performing at Rowan University for an event must have a One Million Dollar Liability Policy.
- c. SUP will not consider financially supporting a Co-Sponsored event unless the organization has first requested monetary assistance from their direct department or shows an immense need.
- d. To receive money from SUP, the requesting organization must submit a copy of any and all bills to the Treasurer and President of SUP immediately following the Co-Sponsored event. Unless otherwise noted by the SUP E-Board, no bills will be paid without proof of invoice, nor will money be transferred before the Co-Sponsored event has occurred. (Note: SUP will only transfer funds directly to the requesting organization, so please supply us with the number of your organization at time of application.)
- e. SUP will not Co-Sponsor any event that conflicts with an SUP event.
- f. There will be mutual respect between members of the requesting organization and the Student University Programmers, and both parties will refer to the other's events in a positive manner.

Selected Tier: _____

Detailed Event Description: _____

Service Request Form:

Please check all that apply to your event

- ☐ Advertisement
 - ☐ Flyer
 - ☐ Pit Poster
 - ☐ Handbill
 - ☐ Digital Signage
 - ☐ Social Media
 - ☐ Rowan Announcer
 - ☐ Other: _____
- ☐ Available Food Services
 - ☐ Popcorn
 - ☐ Gourmet Dining (Meeting with SUP Vice President is required)
- ☐ Technical Services (Meeting with SUP Director of Technical Services is required)
 - ☐ Sound
 - ☐ Music
 - ☐ Microphone
 - ☐ Lighting
 - ☐ LEDs
 - ☐ Spotlight
 - ☐ Pipe and Drape
 - ☐ Projector/Projector Screen
 - ☐ Other: _____
- ☐ Funding (Itemized budget must be submitted)
 - ☐ Amount requested: \$ _____

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SUP VICE PRESIDENT IN STUDENT CENTER SUITE 120 OR VIA EMAIL. ANY QUESTIONS OR CONCERNS PLEASE CALL 856-256-4875.