

Office of Events Management

Sponsorship Request

Please read carefully the requirements for sponsorship and complete the questions below. When you have finished this form, **return it to the Office of Events Management**. Requests submitted by **faculty or staff** will be sent to the Chief of Staff or the Vice President for University Relations for review. Requests submitted by **student organizations** will be sent to the Director of Student Activities or Vice President for University Life for review. Your event manager will advise you when the sponsorship is approved or disapproved.

What is sponsorship: A recognized GMU department or organization partnering with an outside group.

Requirements for Sponsorship: Any event that is cosponsored with, or otherwise involves, an external group not affiliated with the University requires the submission of a written justification that demonstrates a clear connection between the event and the mission of the organization or department affiliated with the university. **The primary contact with the university regarding logistical support for the event will be a representative of the on-campus organization.** A representative from both the on-campus organization and external group will be required to be present from beginning to end of the event. The names of those individuals and appropriate contact information must be provided at the time the reservation is made. **In addition, the on-campus organization is responsible for payment of fees associated with event support.**

If an individual, department or student organization violates the criteria for hosting events with external groups, that individual, department or organization will be billed for use of the space. Additionally, the university reserves the right to deny an individual, department or organization use of space for a semester or more if the event were to be consciously misrepresented, to include the revocation of any reservations made prior to the misrepresented event. Repeat violations could result in a long-term ban on the use of space. **(Admin. Policy 1103)**

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- What is the name of your GMU organization/department?**

 - What is the name of group you wish to sponsor?**

 - What is the title and description of the event you wish to sponsor?**

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- ❑ **What is the date of the event?**

- ❑ **What is the description or mission of the group you wish to sponsor (*what they do and how they do it*)?**

- ❑ **What is the correlation between the event and the mission of your organization/department?**

- ❑ **Are funds being raised in connection with this event?**

- ❑ **If so, how are those funds being distributed?**

- ❑ **Who will act as the primary contact between this group and the events office (*name a person from your GMU organization/department*)?**

- ❑ **How many members of your GMU organization/department will attend the event?**

- ❑ **Is this event open to the campus community?**

Sponsorship Request
-Signature Page-

Please print your name and title: _____

Please sign and date here: _____



Faculty Request:

Signature of the Dean of your college or the Vice President of your division & Date:



Student Request:

Signature of Organization President & Date: _____

Signature of Faculty Adviser and Date: _____

OFFICE USE ONLY

Sponsorship Approved: YES _____ NO _____

Authorizing Signature: _____

Date: _____