



ORGANIZATIONAL COSPONSORSHIP PROPOSAL

Thank you for interest in co-sponsoring an event with the University Program Council (UPC). We value opportunities to program diverse events to benefit the University of North Texas community and collaborating with other organizations helps us accomplish this goal.

Ways in which UPC can assist your organization/department:

- Volunteers for the day of event
- If there are any bookings to be done for artists we will arrange them or help your group arrange them
- Provide guidance on the programming process as a whole
- Advertising assistance for events
- Assistance in obtaining facilities
- Possible, but in no cases exclusive, funding for the event

Guidelines:

- Programs proposed must be available and open to or directly benefit the student body and adhere to UPC goals and standards.
- UPC plans a semester in advance. Events for the spring semester should be submitted by early November and events for the fall semester should be submitted by early April.
- UPC and collaborating organizations/councils/departments must approve all details of the event.
- Co-sponsorship must adhere to regular proposal standards as established by UPC. Emergency Proposals shall not be accepted for co-sponsorships.
- UPC needs to be involved in the initial planning of event to ensure program meets UPC organizational goals and standards.
- Advertising and Publicity
 - Must include UPC logo, University Union logo, and logos of any other collaborative organizations.
 - Must be approved by UPC's Vice President of Marketing.
 - Must follow Union guidelines and be approved by the Union Marketing Coordinator.
- Co-sponsoring organization must be actively involved in the evaluation process by completing an evaluation form within two week of the event.

Co-sponsoring organizations must adhere to all of the requirements listed above. Failure to comply with above stated requirements will result in a one-year probationary period in which they will not receive any co-sponsorship from UPC.

Procedures:

Applications are received on a rolling basis; therefore it is of the group's benefit to apply early. Note that UPC plans a semester in advance so submit your applications as early as possible.

- Submit your application to the UPC President by email UPC@unt.edu or in the UPC Office, University Union 216-O
- The UPC President will contact you to setup a meeting to discuss the proposal further. During this time the details of the program can be discussed, and ways in which both organizations will be involved can be identified.
- The UPC President will submit the proposal to the UPC Executive Board for approval.
- UPC President will notify the group of the decision.
- If approved, UPC and the group in collaboration will schedule regular meetings and all parts of the event will be worked through together.

I have read the above conditions and as a representative of _____, we agree to follow all the requirements as described above and understand the penalty for not meeting them.

Representative's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____



CO-SPONSORSHIP FORM

Organization Name:

Contact Person:

Phone:

Email:

Organization's Advisor:

Phone:

Email:

Event Title:

Date of the Event:

Time of the Event:

Location:

Anticipated Attendance:

Event Description & Goals:

How will UPC be involved in the overall planning/execution of this event?

Do you plan on approaching any other groups about this event? If yes, who?

If approved for co-sponsorship, what will UPC provide? (Volunteers, monetary assistance, room reservation, etc.) Please be specific.

Are there any anticipated costs?