

Co-Sponsorship Agreement Form

Please note: This document must be completed a minimum of 30 days in advance of events

Sponsoring Student Organization	Co-Sponsor Org./Department
Name:	Name:
Contact Person:	Contact Person:
Email:	Email:
Phone #:	Phone #:

Event Information
Event Name:
Date:
Time:
Location:
Description:
Learning Outcome:
Admission Type (Please check): Student Only (ID's required) <input type="checkbox"/> Open to Public <input type="checkbox"/> Free <input type="checkbox"/> Charged Admission <input type="checkbox"/>
Admission Fee (if applicable):

Revenue		
Please check here if N/A: <input type="checkbox"/>		
Total Anticipated Revenue from Event:		
	<u>Student Organization</u>	<u>Co-Sponsor Org./Department</u>
Revenue Split (%)		

Non-Financial Contributions (Please list)	
Please check here if N/A: <input type="checkbox"/>	
<u>Student Organization</u>	<u>Co-Sponsor Org./Department</u>

Financial Responsibility

<u>Expenses</u>	<u>Student Organization Amount</u>	<u>Check if Transfer Needed</u>	<u>Co-Sponsor Org./Department Amount</u>	<u>Check if Transfer Needed</u>
Venue Set-Up				
Publicity				
Catering				
Performer Fee/Expenses				
Other (Please List)				
Total				

If transfer needed please list Business Manager or UBR contact information:

Name: _____
 Phone #: _____
 Email: _____

Notes:

Organizations funded by segregated fees cannot use these fees for academic, personal, political, commercial gain, or other purposes not authorized by UW-System policy.

All e-signatures must be saved with the whole document and received from the party signing to SI Liaison.

In signing this agreement, the co-sponsoring party agrees to the following: this event has been discussed with and all conditions approved by the student organization/department; and all sponsoring student organizations/departments will be listed on all promotional materials.

<u>Student Organization Representative:</u>
<u>Title:</u>
<u>Date:</u>
<u>E-Signature:</u>

<u>Co-Sponsor Org./Department Representative:</u>
<u>Title:</u>
<u>Date:</u>
<u>E-Signature:</u>