



Arlington Campus 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 Arlington Campus Office of Events Management** (arlevent@gmu.edu). 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 external group(s) or organization(s).

Requirements for Sponsorship: (all requirements must be met)

	Initials
The event is a partnership between the University and an external organization/s.	
The University is/will be recognized in all marketing materials as a sponsor or co-organizer of the event.	
The purpose and content of the event is relative and consistent with the educational mission of the University.	
The event meets the overall strategic goals and purpose of the sponsoring school, department, institute, or unit.	
The university event client is/will be present for the entirety of the event and is the point of contact for the events management team. The name of the individual and contact information must be provided at the time the reservation is made.	
The university event client/unit/department is responsible for all fees associated with the event.	

Student organizations cannot sponsor an event that generates revenue: money, tickets or donations.

Sponsorship: Approved sponsorships will receive a 50% reduction of the room rental fee. Others fees will apply to the reservation.

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)**

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

Sponsorship Request

This information is required prior to the event start date

- What is the name of group you wish to sponsor?
- What is the title and description of the event you wish to sponsor?
- 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? **Yes/No (Please Circle One)**
- 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*)?
Name:
Department:
MSN:
Telephone:
Email:
- **How many members of your GMU organization/department will attend the event?**

Sponsorship Request

- Is this event open to the campus community? Yes/No (Please Circle One)

-Signature Page-

Please print your name and title: _____

Please sign and date here: _____

Faculty/Staff Request:

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

Signature: _____ Date: _____

Student Request:

Signature of Organization President & Date:

Signature: _____ Date: _____

Signature of Faculty Adviser and Date:

Signature: _____ Date: _____

Office Use Only:

Sponsorship Approved: YES _____ NO _____

Sponsorship Request

Authorizing Signature: _____

Date: _____