

## Sample Event Response Form

STUDENT ORGANIZATION NAME

Event Response Form

Company:

Contact Person:

Title:

E-mail:

Phone Numbers: (Office)

(Cell)

Mailing Address:

City:

State:

Zip:

Please check the box next to the event or activity your company would like to support and indicate the amount your company will contribute. Thank you for your consideration!

### **Leadership Conference - \$5,000.00**

**September 28, 2011, 7:00am to 7:00pm, Thompson Conference Center, UT Austin**

The Engineering Leadership Conference provides approximately 300 engineering student leaders from across the state of Texas with workshops and activities geared toward improving conference attendees' leadership skills. Supporters are invited to present a customized workshop at the conference. All corporate supporters' names will be displayed on all advertisement. Corporate contributors will be mentioned in all correspondence with event participants.

**We would like to support this event by contributing the following amount:**

\$ \_\_\_\_\_

### **Student Retreat - \$1,500.00**

**October 15 - 16, 2011, Saturday and Sunday, Johnson and Herst Ranch, Marble Falls, Texas**

The Student Retreat is an annual weekend event that provides a relaxing and comfortable atmosphere for approximately 40 engineering student leaders to increase their team building and interpersonal communication skills. Corporate supporters are invited to present a customized workshop at the conference. All corporate supporters' names will be displayed on all advertisement. Corporate contributors will be mentioned in all correspondence with event participants.

**We would like to support this event by contributing the following amount:**

\$ \_\_\_\_\_

### **General Meetings - \$150.00**

**Dates listed below, 6:00 to 7:00pm, Ernest Cockrell Jr. Hall, Room 1.234, UT-Austin**

General meetings are held bi-monthly. At these meetings general announcements are made, a guest speaker presents for approximately 20 minutes, and afterwards pizza and sodas are served. Approximately 40 members attend each meeting. Possible speaker topics include interviewing, public speaking, new technologies, teamwork, or other ideas. The corporate supporter is invited to provide the guest speaker for the meeting funded. Corporate contributors will be recognized for their support on all meeting advertisement including flyers, posters, and e-mail.

**Please check the box next to the meeting date(s) you are interested in supporting:**

- September 13, 2011
- September 27, 2011
- October 11, 2011
- October 25, 2011
- November 8, 2011

• November 29, 2011

**We would like to support this event by contributing the following amount:**

\$ \_\_\_\_\_

• Unfortunately, we are unable to support Your Student Organization this coming semester. Please send us information regarding next semester's events.

Please fax this completed form to (512) 456-7890 on or before July 1, 2009.

If you have any questions or concerns, please contact our Student Organization President, Mary Smith, at (512) 987-6543 ext. 210 or by e-mail at: [marysmith@studentpresident.org](mailto:marysmith@studentpresident.org)