

WSU Student Activities Council Co-Sponsorship Proposal



Part of the mission of the Student Activities Council is to serve as an event planning resources for other student groups and departments on campus.

Through a co-sponsorship, we would like to collaborate with your organization to help you run a very successful event; our ability to help includes contract information, graphic creation, publicity, technical help, set up/tear down, and assistance staffing your event.

In addition:

- We require that all co-sponsoring organizations be recognized by Student Involvement as a Registered Student Organization or be a department on campus in which all people are students and/or faculty members.
- The purpose of the co-sponsorship is not to serve as the primary source of funding for the event.
- Active and regular communication between the Student Activities Council and your organization is expected.
- We ask that your proposal be submitted **no later than four weeks before** the date of the event.
- Please understand the Student Activities Council has the right to deny co-sponsorship of an event and this proposal does not guarantee a co-sponsorship.
- If accepted as a co-sponsorship, your organization will be required to sign a co-sponsorship contract detailing the responsibilities of each organization.

Please return this form to Student Involvement, RSC 3rd floor

We look forward to collaborating with your organization or department,

Student Activities Council
SAC@wichita.edu
316.978.3022
www.wichita.edu/SAC
Student Involvement, RSC 3rd floor

Organization Information:

Name of Organization or Department: _____

Purpose of Organization/Department: _____

Meeting Day and Time (if applicable): _____

Primary Contact: _____

Email: _____

Phone: _____ Campus Box #: _____

Secondary Contact: _____

Email: _____

Phone: _____ Campus Box #: _____

Event Information:

Event Name: _____

Event Date and Time: _____

Event Location: _____

Is the Location reserved? _____

What type of event is this?

- Fundraiser for _____
- Movie
- Live Show
- Educational
- Party/Dance
- Interactive/Fair
- Other _____

What is the purpose of the event? What are the details of the event?

Is this the first year for this event? Yes No

If no, how did you market it last time? Was it successful?

What has already been done for this event?

Help and Assistance:

What do you need help with? Please elaborate.

- Contracts_____
- Graphics_____
- Poster Distribution_____
- General Publicity_____
- Venue Reservations_____
- Set Up or Tear Down_____
- Staffing_____
- Technical Assistance_____
- Food/ Refreshments_____
- Other_____

Please give any additional details of the assistance you would like from us: _____

For office use only (please place in the SAC President's box once received):

Date Received: _____

Received By: _____