

# Co-Sponsorship Agreement

**Event Information**

Today's Date \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Event Name \_\_\_\_\_  
 Co-Sponsoring Organization/Department \_\_\_\_\_  
 Brief event description \_\_\_\_\_  
 \_\_\_\_\_  
 Venue \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Contact Information**

Primary Contact \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # \_\_\_\_\_  
 Faculty/Staff Advisor \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # \_\_\_\_\_

ESTIMATED EXPENSES	Co-Sponsoring Org's Contribution	Our Contribution	Total Estimated Expenses
Artist Fees	\$ _____	\$ _____	\$ _____
Travel	\$ _____	\$ _____	\$ _____
Tech Costs	\$ _____	\$ _____	\$ _____
Promotion/Advertising	\$ _____	\$ _____	\$ _____
Hotel	\$ _____	\$ _____	\$ _____
Facility Rental Fees	\$ _____	\$ _____	\$ _____
Catering	\$ _____	\$ _____	\$ _____
Security	\$ _____	\$ _____	\$ _____
Prizes/Décor	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
<b>Total Estimated Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

We will provide the following: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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The Co-Sponsoring organization/department will provide the following: \_\_\_\_\_

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Payment Agreement: \_\_\_\_\_

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### **Co-Sponsorship Guidelines**

1. Once either organization has failed to meet the obligations as stated in the agreement, the other organization will have no further duty to perform the agreement and will receive reimbursement for any expense incurred by performing the agreement.
2. Both organizations/departments will designate a Contact Person. These two people are responsible for ensuring that this co-sponsorship agreement, as well as all applicable university, state, and local regulations, ordinances, and policies are followed.
3. The Contact Person from each organization/department will be individually responsible for all official communication and the execution of the agreement.
4. Both organizations/departments will take part in the event decision making and planning process, participate and have representation at the event, and approve all promotional material on which their logos will appear.
5. All advertisements and promotions, including but not limited to posters, flyers, press releases, and electronic mail, must be submitted and approved by each Contact Person. All advertisements and promotions must contain the co-sponsoring organization/department logos if applicable, and must explicitly name each organization/department as a co-sponsor.
6. If the date, time, location, or any other detail of the event is changed, each organization/department will be notified as soon as possible.
7. If the name, address, phone number, or email address of the Organization Contact is changed, the other organization/department will be notified as soon as possible.
8. The co-sponsoring organizations/departments must fully disclose all information regarding the financial aspects of the event. This may include furnishing copies of receipts and contracts.
9. The event must comply with all city, state, and university regulations, ordinances, and policies.
10. The co-sponsorship agreement will not be effective until all authorized representatives from both parties sign it. Neither party may assign this agreement to any other person or entity without the written consent of the other party.

We, the undersigned, have read and agree to abide by all terms of this agreement and the co-sponsorship guidelines.

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University Programs Event Administrator

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University Programs Advisor

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Co-Sponsoring Organization Contact

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Organization Advisor (if applicable)

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Co-Sponsoring Organization President (if applicable)