

**Dobbs University Center (D.U.C.) Programming
Request for Co-Sponsorship from the D.U.C.**

Please Print

Complete this form and return it to
Jonathan Duke, D.U.C. Operations Room 214E or Fax: 404 727-5318

1. Name of Department or Student Organization: _____

2. Contact Person: _____

Phone _____ E-mail _____ Fax _____

3. Student Group Advisor: Name _____

Phone _____ E-mail _____ Fax _____

4. Name of Event: _____

5. Program or Event Information: *(sponsorship should be requested at least 2 weeks before)*

Proposed Date(s): _____ **Proposed Time:** _____ **Proposed Space:** _____

Expected Attendance: _____

Programs should be held in the DUC. Events not held in the DUC must be established and support 500 students or more.

6. Please indicate which of the following resources you request:

- Use of D.U.C. audio-visual** *(though value is indicated, no fee will be charged)*
 Portable sound system (\$90 value) Data Projector (\$75 value)
 Karaoke machine (\$50 value) TV/VCR/DVD (\$30 value)
 Other *(slide projector, overhead, laptop-\$10 value each)*

Marketing and Outreach Assistance

- D.U.C. video messenger Table tents
 Banner(s) Website links
 Ticket distribution at D.U.C. Ticket Desk

Donated Tickets

(Special Exceptions Apply)

NOTE: Expectations of Co-Sponsors

1. The co-sponsor will advertise the program or event broadly, making it open to all Emory students.
2. Any food served will be planned in compliance with health code regulations.
3. The event should be held at the D.U.C. and D.U.C. policies will be observed.
4. Dobbs University Center will be named as a co-sponsor on all printed materials. A copy of
these materials should be provided to D.U.C. staff five days in advance of the event.

The D.U.C. retains the right to accept or dismiss a request for co-sponsorship based on our departmental team's evaluation.

Signature of person requesting co-sponsorship

Today's date

Accepted/Rejected *(circle one)* by D.U.C. Staff *(print name)*

Date of action