

**OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
CAMPUS EVENT and SPONSORSHIP Form**

For all Department/Club Events outside of regular meetings, please fill out this form.
Please email completed form to Bonnie.Skaggs@okstate.edu or Phung.Yip@okstate.edu.

EVENT INFORMATION:		
Name of Event (No Abbreviations or Acronyms):		

Purpose of Event:		

Date/s and Time/s of Event:		

Requested location of proposed event: (Sponsorship consideration is determined by type of space, date, time and other potential activity for requested space.)		

ORGANIZATION/CLUB CONTACT INFORMATION:		
Organization/Club Name (No Abbreviations or Acronyms):		

Address:		

City:	State:	Zip:

Event Contact Person:		

E-mail Address:	Phone #:	

WHO WILL BE ATTENDING:		
OSU-OKC <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Students		
<input type="checkbox"/> Public Only, please provide detail of those that could be in attendance. (i.e. State or Gov entities...etc.)		
<input type="checkbox"/> Non-Profit group <input type="checkbox"/> For-Profit Group		

<input type="checkbox"/> Both (Estimate __ OSU-OKC attendees)		

Are you charging for the event: <input type="checkbox"/> YES <input type="checkbox"/> NO		

ADDITIONAL NEEDS:

Will you be providing food or beverage: YES NO

OSU-OKC has an exclusive contract with ATG for campus catering. All food and beverages must be purchased through them. See [How to Order Catering for Your Event | Oklahoma State University-Oklahoma City \(osuokc.edu\)](http://osuokc.edu).

Will you be grilling: YES NO (If Yes, a separate hot permit must be submitted to OSU-OKC Security as well)

Will media be involved: YES NO

Audio visual needs: YES NO If yes, please describe:

What type of setup are you looking for?

Please circle one: Banquet, Classroom, Clear Room, Theater, In-service, U-shape, Hollow Square or Other: (special set-up requests must be submitted to the Campus Events office at least 1 week prior to event)

Other needs: (Vendor tables-up to 15, chairs, podium, stage, electrical, etc...):

SPONSORSHIP INFORMATION: FOR OSU-OKC DEPARTMENTS ONLY

Sponsoring department must have an active role and/or must be an attendee

Type of sponsorships requested: 100% sponsored 50% sponsored Other

If Other list terms:

Sponsoring Department:

OSU – Oklahoma City Contact Person:

Ext.

What is the relationship with the organization?

What are the benefits of having the organization on campus?

If Sponsoring Department is paying for room rental, please list fund number:

Role of Contact Person in the Event:

(Must have an active role and/or must be an attendee)

CAMPUS EVENTS STAFF ONLY:

LIST OF ESTIMATED SPONSORSHIP RESOURCES	
List of Facilities/Rooms Requested:	
Will you need marketing support? IE, creating promo items or	
100% Sponsored, must be approved by a VP	\$
50% Sponsored	\$
Other	\$
List total amount of sponsorship	\$

Approval Signatures	
Dean/Director Authorization Signature:	Date:
Vice President or Provost Authorization Signature:	Date: