

**OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY  
REQUEST FOR SPONSORSHIP**

This form is to be completed in full by Department requesting sponsorship.

Please email completed form to [Bonnie.Skaggs@okstate.edu](mailto:Bonnie.Skaggs@okstate.edu) or [Phung.Yip@okstate.edu](mailto:Phung.Yip@okstate.edu).

<b>EVENT INFORMATION:</b>		
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.)		
<b>ORGANIZATION CONTACT INFORMATION:</b>		
Organization Name (No Abbreviations or Acronyms):		
Address:		
City:	State:	Zip:
Organization Event Contact Person:		
E-mail Address:		Phone #:
<b>WHO WILL BE ATTENDING:</b>		
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)		
<input type="checkbox"/> Catering needed for event		
OSU-OKC has an exclusive contract with ATG for campus catering. All food and beverages must be purchased through them. See <a href="http://www.osuokc.edu">How to Order Catering for Your Event   Oklahoma State University-Oklahoma City (osuokc.edu)</a> .		

**SPONSORSHIP INFORMATION: 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)

Briefly, state the purpose of the event?

**CAMPUS EVENTS STAFF ONLY:**

**LIST OF ESTIMATED SPONSORSHIP RESOURCES**

List of Facilities/Rooms Requested:

100% Sponsored, must be approved by a VP

\$

50% Sponsored

\$

Other

\$

List total amount of sponsorship

\$

**Approval Signatures**

Division Head/Director Authorization Signature:

Date:

Vice President or Provost Authorization Signature:

Date: