

**Office of Student Activities**  
**Co-Sponsorship Agreement**

**1. Description of proposed event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**2. Agreement Between:**

Organization	Authorizing Signature/Date	Amount	EFS Account String
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**3. Program Planning Checklist**

		Initials of responsible organization	Special Arrangements
Contracting	\$ _____	_____	_____
Room Reservations	\$ _____	_____	_____
Travel Arrangements	\$ _____	_____	_____
Publicity	\$ _____	_____	_____
Hospitality	\$ _____	_____	_____
Room/Board	\$ _____	_____	_____
Reception	\$ _____	_____	_____
Total	\$ _____		

**4. All co-sponsoring groups will have their names on all promotional materials unless noted here:**

\_\_\_\_\_

**5. Additional Information:** \_\_\_\_\_

\_\_\_\_\_