



External Client Sponsorship Request Form

This form must be submitted to UCEN prior to the event date. Securing a sponsor does not guarantee that the request will be approved by UCEN. The UCEN External Client Committee will respond to all requests within 5 working days after receipt.

I. External Client Contact Information

Name: _____

Phone Number: _____

Organization: _____

Email Address: _____

II. Event Information

Event Name: _____

Date(s): _____

Start Time: _____

End Time: _____

Please give a detailed description of the event, including an explanation of its direct benefit to the University
 You may attach additional pages to this form if necessary.

Proposed Location: _____

Will event attendees be pre-determined (tickets, guest list, etc.)? Yes No

Please select all that apply:

Food/Beverages Will Be Served

Donations Will Be Accepted

Media/Press Will Be Involved

Tickets Will Be Sold

Merchandise Will Be Sold

Minors Will Be in Attendance

I understand that additional information may be needed, and that this request may not be approved by the UCEN External Client Review Committee.

Signature: _____

Date: _____

III. Organization/Department Contact Information

Representative: _____

Phone Number: _____

Org/Dept: _____

Email Address: _____

Role/Title: _____

Account Number: _____

(Format: 00 - 000000 - 00000)

**I affirm that my recognized student organization or University department approves this request.
 I understand that my sponsorship requires that my student organization or department be in attendance at the event. Additionally, I understand that any unpaid costs associated with this event will become the responsibility of my student organization or department.**

Signature: _____

Date: _____

IV. Decision

 Judy Marrs, UCEN External Client Review Committee Approved Denied

 Bill Bielamowicz, Director, University Center & Special Events Approved Denied

 Jason Muchow, UCEN External Client Review Committee Approved Denied

 Assoc.Vice-President, Office of the Division of Student Affairs Approved Denied

 Stephen Senkel, UCEN External Client Review Committee Approved Denied