



TEXAS A&M UNIVERSITY  
University Center  
& Special Events

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

\_\_\_\_\_  
Jason Muchow, UCEN External Client Review Committee ☐ Approved ☐ Denied

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Neil Peltier, UCEN External Client Review Committee ☐ Approved ☐ Denied

\_\_\_\_\_  
Stephen Senkel, UCEN External Client Review Committee ☐ Approved ☐ Denied

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

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Susan Ballabina, Chief External Affairs Officer &  
Senior Vice President for  
Academic and Strategic Collaborations ☐ Approved ☐ Denied