



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 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	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Stephen Senkel, UCEN External Client Review Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Jason Muchow, UCEN External Client Review Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Bill Bielamowicz, Director, University Center & Special Events	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Neil Peltier, UCEN External Client Review Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Peter Lange, Interim Chief Operating Officer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied