



# Samford University

## Events Management

### SPONSORSHIP VERIFICATION FORM

Samford University Policy (1.02) defines an “**Internal Event**” in the following manner:

“An event organized by an administrative or academic unit within the University, staffed by University employees acting within the scope of their employment.”

Also included in this group are the intercollegiate athletic departments and teams, University committees, governance bodies, councils, and student organizations officially registered with the Office of Campus Life.

Organizations that may request use of University indoor and outdoor spaces and facilities for University events are:

- Academic departments
- Administrative offices
- Student Organizations officially registered with the Office of Campus Life
- Any other internal organization officially recognized by the President's Office

The policy defines “**Outside Group Sponsored by the University**” in the following manner:

“An External Event is defined as an event organized by all other categories of prospective users, even though some of the members or participants may be University personnel, alumni, or students. An External Event/Outside Group may be an individual, non-profit, or for-profit organization.”

Occasionally, a University department wishes to sponsor an event conducted by an outside organization or group because it is beneficial to the function of the department and/or the mission of the University. The standard rental fee can be waived in this instance if the following criteria are satisfied:

1. A sponsored event must relate to the mission and function of the sponsoring department, the mission of the University and its mission and values.
2. Registration /Admission to a sponsored event must be free to all participants.
3. The faculty member or administrator from the department that sponsors the event must serve as liaison between the group being sponsored and the University. This liaison should also encourage attendance by other members of the sponsoring department. Liaison responsibilities include:
  - Serve as the primary point of contact and plan the event with Event Services staff to reserve space, provide logistical information, and arrange technology support and auxiliary support services as required.
  - Provide a budget line number to reconcile expenses such as catering, printed materials, equipment rental, duplicating, etc.
  - Review concepts that are to be presented at the event to ensure that they are not counter to the University and its mission and values.
  - Ensure that the use of the Samford University name or logo on any printed material, broadcast media or advertisement has prior approval of the University Marketing and Communications Office.
  - The liaison must attend the event.

If this event satisfies all of the above criteria, complete the Sponsorship Verification Form, including a signature by the appropriate Vice President or the Provost.

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of the Group Sponsored: \_\_\_\_\_

Name of Event Sponsored: \_\_\_\_\_

Briefly describe how this event qualifies as a sponsored event as described in Policy 1.02:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of the Event: \_\_\_\_\_

Sponsoring Department: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

Sponsor's Title: \_\_\_\_\_ Sponsor's Index Code: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Vice President/Provost Name/Title: \_\_\_\_\_

Vice President/Provost Signature: \_\_\_\_\_

*\*Vice President/Provost Signature Required for all sponsored groups*

Completed sponsorship request forms should be submitted to the Event Management office at least 72 hours prior to the requested event date. Any incomplete forms will not be accepted. Please contact the office of Events Management if you have any questions, 205-726-2355.

<b>For Event Management Use Only</b>	<b>Event Management Approval:</b>	<b>Date Received:</b>
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