



Co-Sponsorship Policy 2018 - 2019

Student Special Events co-sponsorship funds are allotted specifically for event co-sponsorships with chartered student groups. The following policy and forms will help SSE determine need and how SSE may be most helpful to the student organization. **The following guidelines MUST BE FOLLOWED to receive co-sponsorship from SSE during the 2018-2019 academic year.**

1. Funding is based on an evaluation of the events service of the student community at UNM. The availability of funds is limited. Service by staff is limited due to personal schedules and hours they're allowed to work.
2. **SSE RESERVES THE RIGHT TO REFUSE CO-SPONSORSHIP TO ANY ORGANIZATION.** Filling out the co-sponsorship form does not guarantee your organization will receive funding from SSE.
3. Organizations may only submit ONE (1) Co-sponsorship form requesting money per semester. The staff can refuse organizations from requesting sound multiple times.
4. **Proposals must be submitted directly to SSE** (Student Union Building Room 1064, University of New Mexico, Albuquerque, NM 87131) or The Student Activities Center (Student Union Building Room 1018, University of New Mexico, Albuquerque, NM 87131) with as much notice as possible. We request organizations submit forms **AT LEAST 7 business days before the anticipated event. For multiple day events, or large-scale events SSE requests 14 business days notice before the anticipated event is required.**
5. All proposals must include the SSE Co-Sponsorship Application and, if necessary, the SSE Event Budget form (if requesting financial assistance), a technical rider (if requesting sound system), **and** a schedule of events attached to this sheet.
6. SSE will review the co-sponsorship proposal and make a decision as a committee. **STUDENTS ARE REQUIRED TO SPEAK TO THE COMMITTEE at their weekly SSE meeting (Tuesdays at 2:00PM) in SUB room 1064 at least 7-14 business days in advance of their event.** The student organization will be notified of co-sponsorship status within one week after the proposal is submitted.
7. SSE's equipment may only be used on UNM property and operated by SSE employees (exceptions to staff operations include the portable system). SSE will only fund events conducted on campus property.
8. If co-sponsorship is granted, SSE shall be made aware of any changes made to the original proposal.
9. **All materials used to promote the event** (i.e. fliers, tickets, radio announcements, press releases, etc.) **MUST CLEARLY CREDIT ASUNM Student Special Events as a co-sponsor.** The SSE logo may be obtained from the SSE website at www.unm.edu/~sse or by contacting our office. Our Marketing Director or Executive Director **must** review the logo before distribution.
10. If co-sponsorship is granted, SSE requests at least 5 free admissions to all co-sponsored events.
11. **Failure to comply with these guidelines may result in revocation of co-sponsorship funds/and/or loss of future consideration for co-sponsorships.**
12. **Any event deemed a fundraising event for an off-campus entity will be charged a minimum of \$50/HR because of the State of NM's anti-donation clause. The amount is payable to SSE before the event.**

Student Special Events does not discriminate on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. It is **not** recommended that a student organization use SSE co-sponsorship as a sole resource in deciding whether to have an event.

As a representative of your organization, by signing below, you acknowledge that you have read, understand, and agree to the ASUNM Student Special Events Co-Sponsorship Policy outlined above. If you have any questions, comments or concerns, please contact Student Special Events at 277-5602.

STUDENT ORGANIZATION

STUDENT ORGANIZATION REPRESENTATIVE

DATE

SSE Co-Sponsorship Application

2018 – 2019

▪ EVENT INFORMATION

PROPOSED EVENT: _____

DATE: _____ TIME: _____

LOCATION: _____ ADMISSION FEE: _____

ANTICIPATED NUMBER IN ATTENDANCE: _____

FUNDRAISING EVENT***? YES / NO GROUP RECEIVING FUNDS: _____

***** (ANY GROUP DOING A FUNDRAISING EVENT FOR AN OFF-CAMPUS GROUP WILL BE CHARGED A MINIMUM OF \$50.00/HR FOR SOUND EQUIPMENT USE BECAUSE OF THE STATE OF NM'S ANTI-DONATION CLAUSE – PAYABLE TO SSE PRIOR TO SHOW)**

DESCRIPTION OF EVENT: _____

MARKETING PLAN: _____

▪ REQUEST FOR FUNDING &/or EQUIPMENT

(____) REQUESTING FUNDS (NOT TO EXCEED \$500) AMOUNT: _____

DESCRIPTION OF HOW THE FUNDS WOULD BE USED IN A FULL BUDGET SHOULD BE COMPLETED ON THE NEXT PAGE.

(____) REQUESTING USE OF SSE EQUIPMENT. PLEASE MARK/NUMBER REQUESTED EQUIPMENT:

DESCRIPTION OF WHAT EQUIPMENT WILL BE NEEDED SHOULD BE COMPLETED ON LAST PAGE

(____) COMPACT SOUND SYSTEM (recommended for small speaking events)

(____) MEDIUM SOUND SYSTEM (recommended for music events)

(____) LARGE SOUND SYSTEM (recommended for events with expected attendance of over 300)

(____) 10' X 10' TENTS (____) 15' X 10" TENT (____) 20' X 10' TENT

OTHER: _____

▪ EVENT CONTACT INFORMATION

NAME: _____

STUDENT ORGANIZATION: _____

PHONE NUMBER: _____ CELL PHONE: _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

Do not write below this line.

DATE SUBMITTED: _____ RECEIVED BY: _____

AMOUNT TO BE GRANTED: _____ DATE APPROVED: _____

SSE APPROVAL: _____

SSE Co-Sponsorship Application Event Budget

EVENT: _____ DATE: _____

STUDENT ORGANIZATION: _____

PLEASE COMPLETE TO THE BEST OF YOUR KNOWLEDGE IF REQUESTING SSE FUNDS. IF YOU ARE ONLY REQUESTING USE OF EQUIPMENT, THIS FORM IS NOT NECESSARY.

EXPENSE	ANTICIPATED COSTS
TALENT Fee _____ Misc. _____ <div style="text-align: right;">Sub-Total</div>	_____ _____ \$ _____
ADVERTISING Duplicating (flyers, posters, programs, etc.) _____ Newspaper _____ Radio _____ Postage _____ Misc. Promotions _____ <div style="text-align: right;">Sub-Total</div>	_____ _____ _____ _____ \$ _____
FACILITY AND EQUIPMENT Space Rental _____ Equipment Rental _____ Sound and Lights _____ Room Set-up _____ Misc. _____ <div style="text-align: right;">Sub-Total</div>	_____ _____ _____ _____ \$ _____
STAFFING Security _____ Clean Up _____ Electrician _____ Student Workers _____ Misc. _____ <div style="text-align: right;">Sub-Total</div>	_____ _____ _____ _____ \$ _____
OTHER Catering/Food and Beverages _____ Hotel and Travel _____ Merchandise (T-Shirts, Bumper Stickers, etc.) _____ General Operating Supplies _____ Misc. _____ <div style="text-align: right;">Sub-Total</div>	_____ _____ _____ _____ \$ _____
TOTAL EXPENSE:	\$ _____

SSE Co-Sponsorship Application Tech Rider

EVENT: _____ DATE: _____

STUDENT ORGANIZATION: _____

PLEASE COMPLETE TO THE BEST OF YOUR KNOWLEDGE.

EQUIPMENT	Number Needed
MICROPHONES Wireless Vocal Instrument Stands INPUTS Direct Input Boxes Laptop/Ipod	 _____ _____ _____ _____ _____ _____

Performer Contact Info

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____