

Co-Sponsorship Programming Agreement



The following organizations/clubs agree to the partnership agreement below:		Today's Date:	
Program Name:			
Program Description:			
Date:		Location:	Time:
Ticket Price (if applicable):			
Student:	Faculty/Staff:	General Public:	Other:

Program Responsibilities:		
PAPERWORK	Responsible Party	Completion Date
Performer Contract		
Financial Paperwork		
Transfer of Funds		
Other		

RESERVATIONS	Responsible Party	Completion Date
Facility Reservations		
Ordering Food Services		
Ordering Custodial set-up		
Ordering AV set-up		
Hiring Public Safety		
Confirmation of Event		
Other		

Please Email the form to the appropriate person or print the form and drop it off at the Office of Student Life & Leadership Development, Hillwood Commons, Rm. 102.

Eric Zirlinger; Assistant Director of Student Life & Leadership Development: ext: 2818 or email eric.zirlinger@liu.edu
Fernando Mendoza; Associate Director of Student Life & Leadership Development: ext: 2606 or email fernando.mendoza@liu.edu

DIVISION OF EXPENDITURES			
Expense	Responsible Party	Cost	Completion Date
Tickets			
Performer Hospitality			
Artist Fee			
Public Safety			
Publicity			
Refreshment			
Other			

PUBLICITY	Responsible Party	Completion Date
Design		
Campus Newspaper		
Campus Radio/TV		
Flyer Distribution		
Other		

APPROVED:	DENIED:
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