

Union Program Council Co-Sponsorship Proposal

All student organizations or departments approaching Union Program Council (UPC) about co-sponsoring an event should submit the following form to upc@k-state.edu at least four weeks prior to the event. You will be required to meet with a UPC representative regarding the proposal.

Organization	<input type="text"/>	Today's Date	<input type="text"/>
Requester	<input type="text"/>	Email	<input type="text"/>
		Phone	<input type="text"/>
Advisor	<input type="text"/>	Email	<input type="text"/>
		Phone	<input type="text"/>

PROPOSED EVENT - please indicate the event concept and your vision for this event.

PROPOSED DATE & TIME

1st date	<input type="text"/>		
2nd date	<input type="text"/>		
Start time	<input type="text"/>	End time	<input type="text"/>

ENTERTAINER/SPEAKER

FINANCIAL CONTRIBUTIONS

Entertainer/speaker	<input type="text"/>	Artist fee	<input type="text"/>
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Your contribution	<input type="text"/>
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PROPOSED ADMISSION - Student	<input type="text"/>	Non-student	<input type="text"/>
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Amount requested	<input type="text"/>
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Note: UPC will need a copy of the contract(s) in advance. No items that are in direct competition with anything sold in the Union may be sold at the event without express permission from that entity.

VENUE

Expected attendance	<input type="text"/>	Location	<input type="text"/>	Reserved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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PUBLICITY

Have posters been created?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like UPC to create the posters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: UPC and Union logos must be on all publicity of UPC sponsored events. All publicity must follow K-State Student Union style. A UPC representative must proof the publicity before it is printed.

FOOD

Will there be food at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Describe	<input type="text"/>
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Note: No outside food may be brought into the K-State Student Union without written permission from Union Foodservice.

What will your organization provide?

What are your expectations from UPC?