

NYU Program Board Co-Sponsorship Policy

Please return this form to:

**Program Board Office
Mailbox of the PB Vice President**

**Kimmel 707
212-998-4987**

The NYU Program Board is a student-run organization dedicated to providing quality, low cost programming for the NYU community. Since programming is our primary activity, the Program Board may have access to information or other resources not readily available to other student organizations. We feel that co-sponsorships provide the opportunity for the Program Board and other clubs to work together toward the common goal of creating a better event that a greater number of people can enjoy.

Information for program co-sponsorship proposals are on the back of this sheet. Please remember that timing is of top importance, please contact us as far in advance as possible. We are also more than happy to work with you prior to the submission of your proposal. Our co-sponsorships are meant to be more substantive than just a sharing of expenses. We see co-sponsorships as an opportunity to collaborate through planning and producing an event. Please make sure you have discussed the possibility of co-sponsorship with the Program Board Vice President before submitting your proposal.

1. Submit the attached proposal sheet to the executive board no later than 6 weeks before the date of the event. The proposal should include:
 - Description of the event, including date, time, location, performers, ticket prices, and entrance policy
 - Projected budget, including an itemized list of anticipated expenses and all sources of funding, including the monetary contribution desired from the Program Board
 - Required number of staff, both from your organization and the Program Board
 - Official contact person for your organization to act as a liaison between the Program Board and your club
 - An explanation of why you think the event will benefit both our organizations, as well as the NYU community
2. After receipt of your written proposal, the Executive Board will review it and contact your representative. At this point, a meeting between the participating members of both clubs must occur to further discuss the details of the co-sponsorship, to clarify any questions about the proposal, and to prepare for the final proposal to the general Program Board.
3. If the proposal is approved by the Executive Board, your representative should attend the next weekly Program Board meeting (Monday's at 7PM, to present the proposal and to answer questions from the General Board, who will then vote on your proposal.
3. Upon approval of your proposal by the General Board, the appointed liaison must attend all further planning meetings for the event. Throughout the planning of the event it is imperative that your representative remain in close contact with the Program Board Vice President.



**co-sponsorship proposal form
2010-2011**

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|-----------------------|-----------------------|
| club: | club liaison : |
| | |
| liaison email: | liaison phone: |
| | |
| event date: | |
| | |
| event title: | |
| | |
| room/venue: | |
| | |
| start time: | end time: |

budget

| | |
|---|----------------------|
| artist/talent: | asking price: |
| | |
| description of artist/talent: | |
| | |
| event description: | |
| | |
| Program Board contribution (volunteers, money, publicity, etc.): | |
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| | |

promotional plan

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|--------------------|---------------------------------------|
| created by: | PB publicity comm. your club |
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