

Event Co-sponsorship Application Form

DIRECTIONS: Please fill out the following form in its entirety and submit via email to joelle.quigley@csupueblo.edu.

If you have any questions concerning this form, please email us at joelle.quigley@csupueblo.edu.

1. Today's Date:
2. Your name and contact information (including email):
3. Name of student organization advisor: (if applicable)
4. What organization, department, club, etc. do you represent in this application?
5. Title of event:
6. Name of speaker: (if applicable) (include biographical sketch of speaker)
7. Speaker's organization: (if applicable)
8. Date and time of event(s): (tentative or confirmed?)
9. Location of event: (Go to <https://www.csupueblo.edu/auxiliary-services/event-scheduling.html> to book space in the LARC)
10. Event description:
11. Why are you holding this event? What are the goals?
12. Who is the target audience?
13. Will the event be open to the public?
14. Expected audience attendance:
15. Are there other cosponsors for this event? Please list them.
16. In two or three sentences, explain how the event fits with the co-sponsorship guidelines and mission of the Library. (Mission: <https://www.csupueblo.edu/library/about-us/mission.html>)
17. What level of involvement are you requesting from the Library?
18. How will you market and advertise the event?

19. (Optional) Additional information or comments:

20. Please complete the following:

EXPENSES	
Anticipated Expenses (e.g. honorarium, travel, etc.)	Amount
	\$
	\$
	\$
TOTAL	\$

SOURCES OF FUNDING		
Anticipated Sources of Funding	Amount	Confirmed? Applied for?
	\$	
	\$	
Amount requested from the Library	\$	