



## Event Cosponsorship Application Form

### DIRECTIONS:

Please fill out the following form in its entirety and submit via email to [joelle.quigley@csupueblo.edu](mailto:joelle.quigley@csupueblo.edu). Please feel free to reach out with any questions or concerns.

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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. Contact Kim Dillon at [kimberly.dillon@csupueblo.edu](mailto:kimberly.dillon@csupueblo.edu) to book the LINC.
  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	
<b>Anticipated Expenses (e.g. honorarium, travel, etc.)</b>	<b>Amount</b>
	\$
	\$
	\$
<b>TOTAL</b>	\$

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