



Prince William Events Management Sponsorship Request

Please read carefully the requirements for sponsorship and complete the questions below. When you have finished this form, return it to the **Prince William Events Coordinator at Room 217 in the Occoquan Building. Or you can fax the forms to 703-993-8360.** Your events coordinator will advise you when the sponsorship is approved or disapproved.

Requirements for Sponsorship: Any event that is cosponsored with, or otherwise involves, *an external group not affiliated with George Mason University requires the submission of a written justification that demonstrates a clear connection between the event and the mission of the organization or department affiliated with George Mason University.* The primary contact with the university regarding logistical support for the event will be a representative of the on-campus organization. *A representative from both the on-campus organization and external group will be required to be present from beginning to end of the event.* The names of those individuals and appropriate contact information must be provided at the time the reservation is made. In addition, the on-campus organization is responsible for payment of fees associated with event support. _____ **Initial**

If an individual, department or student organization violates the criteria for hosting events with external groups, that individual, department or organization will be billed for use of the space. Additionally, the university reserves the right to deny an individual, department or organization use of space for a semester or more if the event were to be consciously misrepresented, to include the revocation of any reservations made prior to the misrepresented event. Repeat violations could result in a long-term ban on the use of space. **(University Policy 1103)**

What is the name of your organization/department?

What is Organization Number? *This information is required prior to your event start date

What is the name of group you wish to sponsor?

What is the title and description of the event you wish to sponsor?

What is the date of the event?

What is the description or mission of the group you wish to sponsor (what they do and how they do it)?

What is the correlation between the event and the mission of your organization/department?

Are funds being raised in connection with this event? **Yes No (Please Circle One)**

If so, how are those funds being distributed?

Who will act as the primary contact between this group and the events office (name a person from your organization/department)?

Name:

Department:

Address:

City, State and Zip:

Telephone:

Fax:

Email:

How many members of your organization/department will attend the event?

Is this event open to the campus community? **Yes No (Please Circle One)**

Faculty Request

Print the name of the Faculty Adviser of your college or the Vice President of your division:

Signature of the Faculty Adviser of your college or the Vice President of your division and Date:

Student/External Request

Print the name of the Organization President/Representative:

Signature of the Organization President/Representative and Date:

Office Use Only:

Name of Event Coordinator that reviewed the forms:

Date:

Event Coordinator Signature:
