

DIXIE STATE UNIVERSITY™
 Event Sponsorship Request Form
 (for DSU Employees only)

Today's Date: _____ If this **sponsorship is approved**, proof of insurance is usually not required. DSU Dining Services must provide all food for the event at an additional cost.

Event Full Name (no acronyms please): _____

Event Date(s):	Event Start Time (am/pm):	Event End Time (am/pm):	Set-up Date/Time:	Take-down Date/Time:	Expected Attendance:
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Venue/Rooms (list all spaces please): _____

Event Description (be very specific): _____

How this event promotes the mission of DSU: _____

How university employees and/or students are involved: _____

- Y N This event promotes the University's mission and objectives.
- Y N This event is for professional development/recruitment.
- Y N The majority of event attendees are DSU students, faculty, and staff.
- Y N Will attendees and/or patrons be paying to attend the event?
- Y N If the answer to the above question is "Yes", is this an educational (K-12) camp or program?
- Y N Are there any other off-campus facility options that could host this event?
- Y N My department/school agrees to provide their account number and pay for set-up/take-down, specialized/technical equipment, labor hard costs, and, if applicable, facility/space rental fees.
- Y N I understand the sponsor is responsible to collect event revenue and reimbursements.
- Y N Is this event being scheduled a minimum of two weeks (preferred four weeks) in advance?
- Y N I understand that I must contact and/or arrange needed services:

- *Police/Security (435-652-7515)
- *Dining Services (435-652-7676)
- *Event Production (435-652-7908)

- *Ticket/Box Office (435-652-7800)
- *IT/Media Support Services (435-652-7959)
- *Guest Services/Gardner Student Center (435-652-7677)
- *Risk Management and Safety (Fire Marshal) (435-652-7722)

- Y N As the sponsor, I understand that I must have a DSU representative attend the event.
- Y N As the sponsor, I understand that I am responsible for DSU facilities & equipment.
- Y N The ability to serve alcohol at an event on DSU properties is restricted under University Policy 158. Event sponsors requesting alcohol service must receive written approval from the DSU Event Sponsorship Committee. Are you requesting permission to serve alcohol and will provide a certificate of insurance?

*The use of DSU trademarks and copyrighted materials is prohibited without the express permission of DSU's Marketing & Communication Department.
 * Future scheduling and facility use privileges are dependent on adherence to this form and DSU policy.

Dean or Director Signature Print & Sign:	DSU Department Sponsoring Event:
Budget Administrator Signature Print & Sign:	Index & Account Codes for Billing Required:
Responsible DSU Person Attending Event Signature Print & Sign:	Responsible Person's Cell Number: