

Dean of Students Collaboration
Menu of Options for Faculty/Staff/Student Groups

Co-Sponsorship of Event

One or more of the below defines *co-sponsorship*:

Helping with Organizing Event – conceptualizing idea, agenda/flow/ booking room/catering

Helping with Funding Event – catering/supplies

A representative from department is actively participating in event

***Requests for co-sponsorship need to be made at least 4-6 weeks prior to event per a meeting with Dean of Students Office staff members.**

Wording on Marketing Materials - **Co-Sponsored By:**

Supporting an Event

One or more of the below defines *support from*:

Lend departmental name for clout with audiences on marketing materials

Helping to promote via email and flier/other

Sending a representative from department/center to attend

***Requests for support need to be made at least 2 weeks prior to event either via e-mail or in-person with Dean of Students Office staff members.**

Wording on Marketing Materials - **Supported By:**