Whitman Events Board
Co-Sponsorship Request

The Whitman Events Board (WEB) aims to facilitate cohesion among campus organizations and support a diverse range of events on the Whitman campus. If you or your organization would like to request support (financial, logistical, etc.) from WEB, this form must be completed and turned in **AT LEAST 4 WEEKS PRIOR** to the proposed event date. After submitting the form, you will be contacted to arrange a meeting with the WEB Co-Sponsorship Coordinator to discuss your request.

CONTACT INFORMATION:

Organization Submitting Request: _____

Contact Person: _____ Email Address: _____

Phone Number: _____ Today's Date: _____

GENERAL EVENT INFORMATION:

Type of Event:
☐ Film ☐ Speaker ☐ Musical Performance ☐ Other _____

Name of Performer/Film: _____

Proposed Event Date(s): _____ Proposed Event Time: _____

Proposed Location: _____ Have you reserved this venue? ☐ yes ☐ no

Please provide a brief description of the performer, film, or event:

How does this event fit into the goals of your group and how does it satisfy the needs of the Whitman community?

How do you plan to publicize this event? (Please be specific)

Please tell us what steps you have already taken, if any, in organizing this event:

Any additional information:

SPECIFIC FUNDING/SUPPORT REQUEST:

Please provide a breakdown of the anticipated costs for this event:

Honorarium/Licensing: _____ Travel: _____

Hospitality/Meals: _____ Lodging: _____

Security: _____ Sound & Lights: _____

Publicity: _____ Decorations: _____

Other: _____

TOTAL PROJECTED COST: _____

AMOUNT ALREADY SECURED: _____ (e.g. club funds, departments)

TOTAL REQUESTED FROM WEB: _____

Have your approached any other departments or organizations for funding? If so, what were the results?

What other means of support do you need from WEB? (e.g. volunteers to work at event, assistance in planning, publicity, etc.)

This form can be turned into the WEB office in Reid 208 or emailed to web_cosponsor@whitman.edu. You will be contacted within one week to discuss the next steps in the co-sponsorship request process. Thank you!