



**Applicant Information**      **Organization Information (leave blank if none)**

<b>First &amp; Last Name:</b>	<b>Name:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>E-Mail Address:</b>	<b>E-Mail Address:</b>

**Artist/Entertainer Information (leave blank if none)**

<b>Name:</b>	<b>Services Provided:</b>
<b>Agency:</b>	<b>Artist's Website:</b>
	<b>Agency Website:</b>

**Agent Contact Information (E-Mail, Phone, Etc.):**

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**What services are you requesting of University Board?**

(Please note that any requests for productions must also be made through the Productions Request Form, located at [http://www.eiu.edu/~uboard/productions\\_form.htm](http://www.eiu.edu/~uboard/productions_form.htm) at least two weeks prior to the event. Also, if requesting funding, please include a detailed budget for the event, clearly showing what items you wish UB to assist with).

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**Please provide a brief description of the event.**

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**What aspects of the event will you plan/execute?**

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**Why do you want to work with University Board and what do you hope to gain from this partnership?**

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**By checking this box, I, and the group I represent, hereby agree to the cosponsorship guidelines presented by University Board, and realize that this application may be declined at the discretion of University Board.**

**Signature of applicant:**

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**Signature of organization advisor (leave blank if none):**

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**Signature of University Board Chair:**

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**Signature of University Board Vice-Chair:**

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**Signature of University Board Advisor:**

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**Guidelines:**

1. All applications must be received 4 weeks prior the event in question.
2. University Board and the group/individual hosting the event will be marketed on all advertisements.
3. Event attendance must be open to all students at Eastern Illinois University.
4. The event must be held on-campus in an available or properly reserved venue.
5. No admission can be charged for attendance.
6. The group/individual cosponsoring the event cannot be the beneficiary of any donations at the event.
7. All purchases made with UB funds must be made by UB.
8. UB funds may not be used to purchase alcohol or any other item prohibited by the University or by law.
9. The cosponsored organization/individual must play an active role in the planning and execution of the event, as deemed appropriate by the assigned committee, or they will forfeit all credit for the event.
10. Any group/organization that attempts to circumvent the established regulations of the University/UB will forfeit their eligibility for cosponsorships for one calendar year, including the event in which the incident took place.
11. UB will report any instances requiring further penalties to The Office of Student Standards or an appropriate governing body.

**Approval Process:**

All applications will be reviewed by the University Board Chair and Vice-Chair for eligibility. Upon approval, the request will be added to the agenda for the soonest University Board regular meeting. Applicants will be notified of the meeting when their request is to be voted on should they wish to attend. All proposals must be approved by a majority vote in accordance with the University Board Constitution.

Should a cosponsorship be approved, the event and handling of the requested services will be assigned to an appropriate committee, pending approval from the appropriate graduate assistant and faculty advisor.

**Date of Application:**

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**Date of Event:**

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**RETURN TO:**

Student Activities Center  
Martin Luther King Jr. Union, Room 2070  
(2nd floor, across from Copy Express)



**Example Budget:**

I. Entertainment		
a. Magician, 1 Hour		\$400
b. Mentalist, 2 Hours		\$650
		Subtotal: \$1,050
II. Productions		
a. UB Open Mic/Misc. Show Package		\$50
		Subtotal: \$50
III. Personnel		
a. Provided By Group		\$0
		Subtotal: \$0
IV. Marketing		
a. Graphic Design By Group		\$0
b. Printing (100 Fliers, 2 Sandwich Boards)		\$50
		Subtotal: \$50
VI. Catering		
a. Chips And Dip		\$20
b. Juice And Water		\$40
		Subtotal: \$60
VI. Misc.		
a. Prizes (2 \$25 Gift Cards, Wal-Mart)		\$50
		Subtotal: \$50
Grand Total:		\$1,260
Requested Assistance Areas: I.a., II.a., IV.b.		
Request Total:		\$500

Rationale: In order to provide a variety of entertainment for students, we require assistance to bring [Magician's Name] to the event, as we cannot afford both the magician and the mentalist. We are also requesting that the Productions fee of \$50 be covered by University Board for the night. To ensure that the event is well marketed, we require assistance with printing costs so that advertising can reach as many students as possible, both in the form of fliers in academic and residential buildings, and sandwich board displays to be set up in the quads.

**DISCLAIMER:**

University Board requests a detailed budget only to aid in the application process.

The information submitted with this form is in no way a binding contract. Should cosponsorship be approved, the terms, should they differ from those proposed on this form, require the approval of the cosponsoring group before any assistance can be provided.