

## Marquette University Recognized Student Organization Dance Policy & Planning Guide

Late night dances occurring on campus are an important part of campus life because they offer students and other members of campus community an opportunity to socialize and be together.

In the tradition of shared governance, sponsoring student organizations and campus administration work closely together to plan a safe and successful event. Sponsoring organizations, their members and their guests are responsible for following campus policies and procedures. Campus administration is responsible for assisting student organizations to plan events that are safe and contribute to the vibrant of campus life.

### Definition of Marquette University Registered Student Organization Dance

For the purpose of this policy, a “dance” is any social event sponsored by a University recognized student organization whose primary purpose is the promotion of free movement to amplified music in an unobstructed area in a campus facility.

Any event in which individuals are actively involved and participating in such functions constitutes a dance event. A non-dance event is defined as having a non-participating audience. Examples of non-dance event would include lectures and speakers, talent shows, and fine arts performances.

### University Dance Policy Committee Members

The University Dance Policy Committee is comprised of members of the university administration and current Marquette university students, all of which hold a vested interest in the policies and procedures that govern dances on the Marquette University campus. These members include but are certainly not limited to:

- Director, Office of Engagement and Inclusion · Division of Student Affairs
- Assistant Director of Event Management, Alumni Memorial Union · Division of Student Affairs
- Assistant Director, Alumni Memorial Union · Division of Student Affairs
- Director, Alumni Memorial Union · Division of Student Affairs
- MU Police Liaison
- National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC), Pan-Hellenic, Multi Cultural Greek Council representatives
- Student at Large
- MUSG (Marquette University Student Government)

The Dance Policy Committee will meet on a semi-annual basis, or as requested, in order to review current policies and receive input and recommendations in order to continue to develop university dance policies to meet the needs of our students.

### University Dance Planning Team Members

The Dance Planning Team consists of the following members and is required to meet 7-10 days prior to any scheduled and planned dance:

- **Director, Office of Engagement & Inclusion** – The Director oversees the entire planning process of dances and serves as a resource to the planning team.
- **Assistant Director, Alumni Memorial Union Event Services (your Primary Event Coordinator)** - Schedules, develops agenda & facilitates dance planning meeting discussion. This individual is

the primary event coordinator to assist with all aspects of planning a dance. Please direct all inquiries and/or questions to your primary event coordinator.

- **Assistant Director, Alumni Memorial Union Operations** – Ensures that all logistical aspects of dances have been taken care of and that the event will be properly staffed with student security.
- **MU Police Liaison** – Ensures that all safety and security measures are in place and communicated to students involved.
- **Student Organization Point of Contact** – Communicates all details of the event and what needs the sponsoring organization may have before the scheduled event.
- **Student Organization Advisor** – Helps with the planning and communication of the organizations event and serves as a point of contact in the event the students are unable to be reached.

The purpose of this team is to go over all details of the scheduled dance, review publicity for the event, communicate who will be in attendance the night of the event (including student volunteers), and to answer any questions that anyone may have.

### Eligibility

1. Only Marquette University student organizations that have been recognized and registered by the Office of Engagement and Inclusion may sponsor a dance.
2. The sponsoring registered student organization must register the dance via [MARQUEE](#) with the Office of Engagement and Inclusion, AMU 121, and meet with the AMU Assistant Director for Event Services, no later than four (4) weeks prior to the dance, to discuss the event, and acknowledge the preliminary Event Order Confirmation, or the dance is subject to cancellation.

### Student Organization Point of Contact

The student organization(s) sponsoring the dance must designate a primary student contact person(s) for their group. The contact person must be a current Marquette University student and is responsible for overseeing the policies and procedures outlined in this guide.

### Student Organization Advisor

The student organization advisor is required to attend pre-planning dance meetings and strongly encouraged to be present at the dance. The Advisor is encouraged to assist in the planning process to ensure a smooth and successful event.

### Scheduling Requirements

1. Contact the AMU Event Services Office (AMU 245) to secure a date and space based upon availability.
  - a. The dance may not be held in conflict with major holidays, academic calendar of events or designated special events on campus (i.e. Family Weekend, Fall/Winter/Spring Breaks, Mid-Term, Alumni Awards Weekend, Final Exams ect.)
2. Register your event via [MARQUEE](#) eight (8) weeks prior to the event preferred, five (5) weeks minimum.
3. Dances are subject to cancellation if the event is not registered via MARQUEE and approved by the Office of Engagement and Inclusion at least three (3) weeks prior to the dance date. Please be reminded, the preliminary dance planning meeting must be scheduled four (4) weeks prior to the event date or the dance is subject to cancellation.

4. On campus dances, regardless of sponsoring student organization, are permitted on Friday & Saturday evenings, scheduled no later than 1:00 AM.
  - a. No more than one (1) dance per night.
  - b. No more than two (2) dances per weekend.
  - c. No more than one (1) level 4 dance per weekend.
  - d. No more than two (2) level 3 or level 4 dances per month.

#### **Approved Dance Locations**

1. Registered Student Organization sponsored dances are limited to the following on-campus facilities: Marquette Place, AMU Room 163, AMU Room 227, Union Sports Annex Court and Ballroom.
2. Special location requests must be submitted to the Assistant Director of Event Services at least 5-6 weeks in advance of event date for consideration by the Office of Engagement and Inclusion & the Events Services Office.

#### **Dance Timeline**

Regardless of level of dance all are limited to a four (4) hour time period. Start time can be selected by the sponsoring organizations. Regardless of start time all dances must conclude by 1:00 a.m. Building doors will close ½ hour before the agreed upon dance end time.

#### **Ticket Sales**

All dances, regardless of level and ticket price (include free) will be required to use Eventbrite for the sale and distribution of tickets. Cash sales will be permitted for day of sales only, attendees will be asked to register via Eventbrite. It is recommended that tickets are priced in \$5 increments (ticket price - \$5, \$10, etc.)

#### **Dance Level 1 – 4 Defined (full descriptions follow)**

**Level 1** – Open to Marquette University Sponsoring Student Organization Members Only

**Level 2** – Open to Marquette University Students Only

**Level 3** – Open to Marquette University Students and One (1) Guest

**Level 4** – Open to Marquette University Students, One (1) Guest and other Non MU College Students

#### **Level 1 Defined**

##### Entry Guidelines:

- Open to recognized and approved sponsoring registered student organization members only. Student organization members must present valid MU ID.
- Official member(s) of the organization identified during the dance-planning meeting to check MU ID and validate membership. (Volunteers – provided during pre planning meeting)
- Attendee names must be submitted on the organization roster as provided via MARQUEE.

##### Approved dance locations for a Level 1 dance. **Attendance limited to 100 regardless of location.**

Marquette Place  
 Room 227 or (1) section of the ballroom  
 Union Sports Annex Court  
 Room 163

##### Minimum Staffing:

- One (1) AMU Student Security

**Level 2 Defined**

Entry Guidelines:

- Open to all MU Students with valid MU ID.
- MU Students with valid MU ID. AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Approved dance locations and capacity limits for a level 2 dance:

Marquette Place	(500 ppl max)
Union Sports Annex Court	(250 ppl max)
Ballroom	(700ppl max)

Minimum Staffing:

- Two (2) AMU Student Security
- AMU Staff member(s) attendance required
- Marquette University Police Officer, officers will be staffed at the discretion of MUPD
- Student Organization Advisor

**Level 3 Defined**

Entry Guidelines:

- MU Students with valid MU ID . MU Student may bring no more than one guest. All guests must provide photo ID and proof of 18 years or older and sign-in before entering the dance. Security staff will also photocopy each guest ID. The MU student of the sponsoring organization will be held responsible for the guest.
- AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Approved dance locations and capacity limits for a level 3 dance:

Marquette Place	(500 ppl max)
Union Sports Annex Court	(250 ppl max)
Ballroom	(700 ppl max) <i>(Ballroom use for Semi-Formals or Formal Dances only)</i>

Minimum Staffing:

- Up to Four (4) AMU Student Security
- AMU Staff member(s) attendance required
- Marquette University Police Officer, officers will be staffed at the discretion of MUPD
- Student Organization Advisor attendance required
- Office of Engagement and Inclusion Dance Liaison attendance optional

**Level 4 Defined**

Entry Guidelines:

- Open to all MU Students with valid MU ID . MU Student may bring no more than one guest. All guests must provide photo ID and proof of 18 years or older. Non MU college students also welcome with valid college photo ID and proof of 18 years or older. Non MU college students are not permitted to bring guests. Non MU college students and all guests must sign-in before entering the dance. Security staff will photocopy each guest ID.
- AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Approved dance locations and capacities for a level 4 dance:

Marquette Place	(500 ppl max)
Union Sports Annex Court	(250 ppl max)
Ballroom	(700 ppl max) <i>(Ballroom use for Semi-Formals or Formal Dances only)</i>

Minimum Staffing:

- Up to Four (4) AMU Student Security
- AMU Staff Member(s) attendance required
- Marquette University Police Officer, officers will be staffed at the discretion of MUPD
- Student Organization Advisor attendance required
- Office of Engagement and Inclusion Dance Liaison attendance optional

**Dance Planning Checklist & Important Dates to Remember**

**Pre-Event**

- ❑ Secure dance space with the Event Services Office up to one (1) year in advance. Call 414-288-7202, stop by AMU Room 245
- ❑ Register the event through the Office of Engagement and Inclusion via [MARQUEE](#) a minimum of six (6) to eight (8) weeks prior to event date.
- ❑ Schedule Preliminary Planning meeting with Assistant Director Event Services six (6) to eight (8) weeks prior to event date.
- ❑ Schedule preliminary planning meeting at least four (4) weeks prior to event date with Assistant Director Event Services.
- ❑ Confirm Catering Order with your primary event coordinator fourteen (14) days prior to event date.
- ❑ Submit publicity to the Office of Engagement and Inclusion for approval at least 2-3 weeks from date of event. Approved publicity must be on file with Office of Engagement and Inclusion & the AMU Event Services Office prior to the final dance planning meeting. Submit directly through [MARQUEE](#) (see below for guidelines)
- ❑ Schedule final dance planning meeting seven (7) to ten (10) days prior to event date with Assistant Director Event Services.
- ❑ Confirm guarantee count for catering five (5) days prior to event date.
- ❑ Provide a list of volunteers to the Assistant Director of Event Services at least seven (7) days from event date for name badges.
- ❑ Student Organization should request Cash Bank/Cash Box at least seven (7) days in advance.

**Day of Event**

- ❑ Sponsoring Organization leader(s) & volunteers to gather outside of event location for Pre-Dance Meeting 45 minutes prior to the start of the dance.
- ❑ Complete the Post-Event Feedback Form at the conclusion of the dance.
- ❑ Return Cash Box and/or Cash Bank. Amount will be recounted and verified by student organization representative and AMU staff.
- ❑ Dance proceeds will be dropped in AMU 245 safe for pick up the Monday following the dance. Amount will be recounted and verified by student organization representative and AMU staff.

**Post-Event**

- ❑ Submit payment for any outstanding charges five (5) days upon receipt of invoice
- ❑ Pick up dance proceeds from AMU 245 staff within 7 days of event

**Publicity**

1. All printed publicity such as digital and printed publicity flyers, posters and/or postcards, MUST include the following entry guideline in accordance with the level of dance identified during the dance agreement-planning meeting.
2. Publicity may be hung or shared digitally in approved posting locations ONLY AFTER the flyer has been uploaded and approved on through MARQUEE. Some posting locations, such as residence halls, require advanced reservation. Please see <http://www.marquette.edu/osd/organizations/publicity.shtml#publicity-approval> for details and contact information.
3. The Office of Engagement and Inclusion approves all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outline in the Student Organization Handbook. Flyers that do not appear on MARQUEE Link are NOT approved to post, and will be removed.
4. The following must be indicated on ALL materials to be posted digitally and EventBrite ticketing.:
  - (1) the full name of the sponsoring organization
  - (2) the time, date and place of the event
  - (3) any entrance fees or costs to participate
  - (4) entry guidelines
 It is recommended that tickets are priced in \$5 increments (ticket price - \$5, \$10, etc.)

**Entry Guidelines for publicity** – The following text must be included on ALL publicity including print (flyers/postcards ect.) including social media (ex. FaceBook, Twitter, LinkedIn)

*Level 1* – Marquette University ('organization name') members with valid MU ID

*Level 2* - Marquette University Community (or MU students) with valid MU ID

*Level 3* – Marquette University Community (or MU students) with valid MU ID

*Level 4*- Marquette University Community (or MU students) with valid MU ID or College Students with valid College photo ID and Proof of 18 years or older

**Responsibility of Student Organization Volunteers**

- (1) Greeters working ticket line to move people into the dance - 2 per shift \_\_\_\_\_, \_\_\_\_\_
- (2) Greeters working line - 2 per shift \_\_\_\_\_, \_\_\_\_\_
- (3) Drop safe and cash bank - 1 person \_\_\_\_\_
- (4) Dance monitors - 2 per shift \_\_\_\_\_, \_\_\_\_\_
- (5) Set up (if applicable)- 2-3 (90 minutes before doors open) \_\_\_\_\_, \_\_\_\_\_ (ticket sale table and decorations)
- (6) Pre-dance meeting attendance by all volunteers
- (7) Provide a sponsor guest list before the admission doors open - additions after this time will be limited and in consultation with the host student organization, Advisor, Assistant Director and MUPD liaison.
- (8) Day of ticket sales and collection of tickets (based on sales, up to 4 volunteers)

**Day of Logistics & Entry Process -**

- \_\_\_\_\_ Dance venue set and ready
- \_\_\_\_\_ Access to venue to decorate / set up by sponsoring organization
- \_\_\_\_\_ Catering set and ready
- \_\_\_\_\_ DJ / Band arrival time
- \_\_\_\_\_ Sponsoring Organization Leader(s) arrival time
- \_\_\_\_\_ Pre-Dance Meeting (45 minutes before publicized start time)
- \_\_\_\_\_ Publicized Dance Start time
- \_\_\_\_\_ Publicized Dance End time
- \_\_\_\_\_ DJ/ Band's announces last song (lights up)
- \_\_\_\_\_ Availability of scanners or app on phone downloaded

- (1) All Student Organization in a leadership role during the event will wear a name badge with first and last name clearly identified. All university staff will wear name identification.
- (2) Close off Northwest entrance on second floor. This will be used as an exit for people who do not meet the entrance guidelines.
- (3) Posting signage on all outer doors for entrance and ID requirements.
- (4) Night of the event meeting - A training meeting will occur 45 minutes prior to the event, with all of the staff and volunteers working the event. This meeting includes, but is not limited to, student organization volunteers, event support staff and security,
- (5) Building Managers, food service and MUPD, advisers, etc.
- (6) Begin admitting guest 30 minutes prior to the DJ beginning to avoid a line forming.
- (7) Guest sign-in process will be enhanced to include the statement of consequences for MU students bringing in a guest they do not know and that the MU student must stay with and be responsible for the behavior of the guest. The consequences of this will also be stated clearly. A photocopier will be positioned at the entry and the MU ID and the Guests ID s will be photocopied and kept for verification.
- (8) ID checkers will check ID s and those who do not meet the entrance requirements will be turned over to MUPD or an AMU staff member who will politely escort them out the northwest entrance.
- (9) At the end of the dance, DPS and MPD will be positioned in the area as they always are for exiting of large events.
  - a. AMU to provide name badges for ALL organization student leaders.

**Room Set up, Equipment & Technical Support Services**

- Easels – AMU to provide entry guideline signage
- 6x8' Stage Section(s) – for DJ
- Coat racks – 60 coats will fit on a coat rack; double-sided.
- 6 Foot Tables – Set up for organization members to collect admission fee
  - Set up for guest check-in
  - Set up for self-serve water stations
- Stanchions – Used to form lines
- Photocopier – needed at sign-in table
- Gig Rig: Sound System
- AV Technician

**Catering Services**

<https://www.marquette.edu/event-services/catering.php>

Student Organization Sponsored Events receive a 20% discount (excluding bottled beverages and custom menu items)

Complimentary Water Service is provided for ALL dances. (plastic service).

**Money Handling**

Cash Banks and/or Cash Boxes may be obtained through AMU Event Services to assist your volunteers with collecting an admission fee for your dance.

Admissions Fees (recommended that tickets are priced in \$5 increments) :

\$\_\_\_\_\_ MU ID Entry Fee

\$\_\_\_\_\_ Public Entry Fee

Cash Bank Request:

\_\_\_\_\_ Total # of Cash Banks Required

\$\_\_\_\_\_ Cash Bank Amount

Preferred Denomination(s)

\$5.00's \_\_\_\_\_ \$10.00's \_\_\_\_\_

Point of contact name \_\_\_\_\_

Point of contact phone / email \_\_\_\_\_

Cash Bank Set & Ready by \_\_\_\_\_

Cash Banks will be counted at time of picked up and amount verified between AMU Staff and designated student organization member.

Cash Banks should be returned to the AMU Event Services Offices following event. Cash Bank will be recounted by AMU Staff and designated student organization member to ensure accuracy.

**Parking**

Structure 1, located at 749 N. 16th Street, and Structure 2, located at 1240 W. Wells St., have been designated the university's visitor parking facilities. Although parking is limited on the Marquette University campus, Parking Services will do its best to accommodate guests. No need to contact Parking Services. Your primary event coordinator is responsible for notifying parking services along with any special needs or arrangements. Visitors will be charged \$10.00 per day, per vehicle

**University Drug & Alcohol Policy**

Refer the to the posted [University Drug & Alcohol Policy](#)

**Marquette University Safety & Security**

The Marquette University Police Department (MUPD), in accordance with the department's policies and the guidelines set forth within the Dance and Policy and Planning Guide will be responsible for providing the appropriate staffing for events and the assignments of officers. The department will work closely with the event hosts to ensure that policies and rules are enforced throughout the event. In cases where an incident occurs that is in violation of the rules and policies, MUPD will work in consultation with the event hosts and the other university representatives present to promptly address the situation and determine the appropriate course of action. The MUPD representative in charge reserves the right to contact the Milwaukee Police Department to respond to incidents that are in violation of policies or may



pose a threat to the safety and security of persons in attendance, as well as the university community at large. In such cases, the responding Milwaukee Police Department officials will assume charge of the scene.

### **Dance Cancellations**

1. Cancellations must be made in writing to the Event Services Office at least five business days prior to the scheduled date of the dance.
2. If the sponsoring organization fails to notify the Event Services Office of a dance cancellation, the student organization will lose its privileges for holding dance for the remainder of the semester.
3. If a dance is cancelled and another registered student organization requests to take their date, the four (4) week minimum notice for scheduling dances as stated above applies.
4. The University Dance Planning Team will consider acts of God and/or inclement weather in the enforcement of the cancellation provisions.

### **Compliance**

1. Failure to comply with the Marquette University Dance Policy may result in:
  - a. the dance being cancelled; stopped and/or
  - b. the hours of the subsequent events being shortened; and/or
  - c. loss of the use of campus facilities for a certain period of time and/or
  - d. the organization being placed on probation and/or suspension.

### **Day of Pre-Dance Meeting**

The following items will be discussed during the pre-dance staff meeting scheduled forty-five (45) minutes prior to the dance start time. The pre-dance meeting offers the opportunity for introductions and ensures a pleasurable and safe dance for all those who participate.

#### Introductions

Sponsoring organization members, volunteers & advisor  
AMU Security  
AMU Staff  
Marquette University Police Department  
Student Organization Advisor  
OEI Staff/Dance Liaison (optional)

#### Work Assignments

ID check at entry (AMU Security Staff)  
Monitor crowd (AMU, MUPD and sponsoring organization)  
Monitoring fire exits (AMU Staff and MUPD)  
Wristband and collect admission fee (sponsoring organization)

#### Review Dance Entry Guidelines (Level 1, 2, 3 or 4)

#### Capacity

AMU to provide counters to track attendance  
Protocol when max attendance is reached  
Number expected, general questions about size of crowd

#### Cash Bank and Drop Safe Procedures

Total amount of bank  
Collecting bank for the evening  
Returning the bank

Making a drop

Storing and retrieving the profits

Ending the party

### Final Dance Planning Meeting Agenda (Sample)

- Welcome & Introductions
- History and goal(s) of the dance presented by sponsoring organization
  - Sponsoring Organization: \_\_\_\_\_
  - Main contact: \_\_\_\_\_
- General information: date of preliminary dance planning meeting, date of event level dance, anticipated attendance, admission fee etc.
  - Preliminary Dance Planning Meeting – \_\_\_\_\_
  - Event Registration/Approval on file – Approved
  - Final Dance Planning Meeting – \_\_\_\_\_
  - **Event Date:** \_\_\_\_\_ – Marquette Place
  - Level 4 Dance; expected to reach capacity – 500 persons
  - Admission Fee – \$\_\_\_\_\_ Greeks & \$\_\_\_\_\_ for MU College Students & Non-MU College Students
- Timeline; set and ready, sponsoring organization arrival time, pre-dance planning meeting, dance start time, DJ arrival time and last song, official event end time.
  - 8:30 PM DJ expected to arrive (AMU - stage/ table/Gig Rig)
  - 8:15 PM – Pre Dance Meeting (2<sup>nd</sup> floor lobby- rotunda)
  - 9:00 PM – Dance Start time
  - 1:25 AM - DJ Plays last song
  - 1:30 AM – Conclusion of Dance
- Publicity Plan - Flyers, Social Media, AXIS TV - other
- Roles & Responsibility of the sponsoring organization volunteers
- Entry Guidelines – Level 4  
*(Please refer to “University Dance Policy & Planning Booklet” for complete guideline.*
- Entry Process & Logistics
- Staff on site: Roles & Responsibilities
- Other logistics; name badges, cash bank process etc.
- Discussion of pre-event planning meeting held 45 minutes before start of dance.
- Decision making protocol the night of the dance
- Organization’s Responsibility following the Final Dance Planning Meeting
  - **Final Space Confirmation** to be sent by the AMU Event Services Office, no later than \_\_\_\_\_ following final planning meeting.
  - Point of Contact to review Revised Confirmation for accuracy.
  - Organization to send email **Space Confirmation Acknowledgement**, received by \_\_\_\_\_
  - Organization point of contact to provide **list of volunteers**, due no later than \_\_\_\_\_
- Post Dance Event Evaluation – completed the evening of the dance.
- Additionally, an on-line event evaluation form will be sent for additional feedback pertaining to overall event planning experience.

**Post Dance Event Evaluation Form**

This is a short post dance event evaluation to follow up on this evening's dance. We hope that every aspect of your event went well. We encourage you to provide comments regarding your overall event planning experience as well as the quality of service provided for you and your guests.

Today's Date \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

**Sponsoring Organization Comment's**

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Signature: \_\_\_\_\_

**Advisor's Comment's**

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Signature: \_\_\_\_\_

**AMU / OEI Staff Comment's**

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Signature: \_\_\_\_\_

**Marquette University Police Department Comment's**

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Signature: \_\_\_\_\_

**Dance Liaison or Office of Engagement and Inclusion Representative Comment's**

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Signature: \_\_\_\_\_

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**Dance Planning & Student Organization Agreement Form**  
(Complete this document during the preliminary planning meeting)

Sponsoring Organization Name(s): \_\_\_\_\_

Organization Student Leader(s): \_\_\_\_\_

Event Date: \_\_\_\_\_

Preliminary Planning Meeting Date: \_\_\_\_\_

Event Registration Form Submitted to OEI: \_\_\_\_\_

Event Registration Form Approved by OEI: \_\_\_\_\_

Event Location: \_\_\_\_\_

Level 1, 2, 3, or 4 (please circle) \_\_\_\_\_

Event Name or Theme: \_\_\_\_\_

Dress Code: \_\_\_\_\_

Event Start / End: \_\_\_\_\_

Pre-Dance Meeting Time: \_\_\_\_\_

Ticket Price: \_\_\_\_\_

DJ / Band Preliminary Details: \_\_\_\_\_

Proposed Final Dance Planning Meeting Date: \_\_\_\_\_

Final Dance Planning Meeting Date Confirmed: \_\_\_\_\_

Publicity Submitted to OSD: \_\_\_\_\_

Publicity Approved by OSD: \_\_\_\_\_

I have read the **Marquette University Recognized Student Organization Dance Policy & Planning Guide** governing the use of Marquette University facilities and agree to adhere to them.

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Organization(s) Name: \_\_\_\_\_

Signature/date of representative for sponsoring organization(s):

\_\_\_\_\_ (date) \_\_\_\_\_

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Signature/date of Assistant Director/AMU, Marquette University

\_\_\_\_\_ (date) \_\_\_\_\_