GUIDELINES FOR CO-SPONSORSHIP & SPONSORSHIP OF EVENTS
BY MARQUETTE UNIVERSITY DEPARTMENTS

Definitions

A **co-sponsored event** is one in which a Marquette University department is fully engaged with an external organization in the planning and development of the event, and both entities are responsible for running the event. The event is then considered a University Sponsored event for purposes of space usage, fees, publicity, etc.

A **sponsored event** is one in which a Marquette University department is not involved in determining program content or publicity, but does facilitate date and space requests for an external organization.

In both cases, department must:

- Identify a department contact to serve as the link between the college and the external organization.
- Initiate the space request and oversee the event.
- Communicate all details including space needs, set up, equipment, technical & catering services, staff support and publicity.
- Serve as the on-site coordinator at the event.

In the case of co-sponsored events, department must:

- Contact the Event Management Office for event planning and guidance (for example: date consultation and selection, liability insurance requirements, projected costs and publicity procedures)
- Identify Marquette University (specific department) and the external organization as co-sponsors of the event in all advertising and promotional materials.

In the case of sponsored events, departments must:

- Make the initial contact for requesting space through the Event Management Office, following up with a written notice that they event is being sponsored by their department.

Event Charges & Payment

Marquette University Departmental rental rate schedules apply for co-sponsored and sponsored events. All charges associated with the event (including catering services) must run through a single university account budget number. The University Account Budget Number is required five (5) business days upon receipt of Event Order Confirmation.

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