



REQUEST FOR SPONSORED CLASSIFICATION

Questions? conferences@plu.edu or 253-535-7885 or 7454 or 7670

I. PLU Sponsor – Complete for ext. organization’s event. Forward to Chair/Dean.			
PLU Sponsor Name, Title		Phone	Email
Description / purpose of event/conference			
Event date(s)	Est. Headcount	Space Needs	
PLU Account #:			
Organization to receive proposed sponsorship			
Org. Address			
Org. Representative		Title	
Phone #		Email	Org Website
1. Is the organization classified as non-profit? Is it a 501(c)3? 2. Will there be a registration fee or admission charge for this event? 3. Who will be managing sales? 4. Is this a fundraising event/conference? 5. Will group be selling merchandise? 6. Will proceeds be given to PLU? 7. Is the PLU department willing to cover all costs not paid by the sponsoring organization? (catering, media, etc.) 8. Who is the primary audience of the event? 9. How many participants will be minors? Most? Some? Half? 10. Provide the name of the PLU individual who will be on-site managing the event for its duration? 11. Will the event involve wine/beer service?			
To what specific university initiative or university work does this event relate?			
PLU Sponsor’s Responsibilities for Sponsored Events:			
<ul style="list-style-type: none"> ● On-site management of the event ● Costs and insurance ● Ordering and coordinating all PLU services and space 		<ul style="list-style-type: none"> ● Attendance at all planning sessions ● Full participation in event/conference planning ● Coordination of PLU logistics on behalf of sponsored organization 	
<i>I have read, understand and agree to the responsibilities of sponsorship as stated above.</i>			
Requestor Name/Signature/Date:			
12. Department Chair - Please Recommend Sponsorship. Forward to Auxiliary Services Director. UC280 or peckgj@plu.edu			
Hosted _____ Partnered _____ (see reverse) Internal or partnered doesn’t really fit, but we would like this group to be at PLU because it’s an important relationship. Can PLU work with the group’s budget so this group can meet at PLU? _____			
Signature: _____			
13. Aux Services Director - Sponsor Level & Date:		Full Value:	Route to: PLU Sponsor, Chair, VP, Conference Manager, Media, Stage
		Discounted Value:	

SPONSORSHIP LEVELS FOR PLU VENUE RENTALS

SPONSOR LEVEL	Definitions	Venue Fee	Setup Labor	Stage Svcs Fees	Media Equip/Labor	Catering	Who Manages House?	Liability Insurance
External	<p>1) The event is presented for the benefit of its constituents</p> <p>2) Proceeds, contractual obligations, and participants are solely entity's</p> <p>3) Affinity, or some relationship may exist with a PLU individual or dept.</p>	100%	100%	100%	100% & 100%	100%	CEVT @ 100%	Entity issues insurance naming PLU as add'l insured for all liability.
Hosted	<p>1) Strongly affiliated, non-profit organization presents program for the benefit of its constituents and interests.</p> <p>2) Ticket sales, proceeds, contractual obligations, and participants are solely entity's.</p> <p>3) PLU constituents get a discount or reciprocal donation.</p>	66%	100%	100%	66% & 100%	100%	CEVT @ 100%	PLU assumes NO liability
Partnered	<p>1) PLU co-presents program or meeting to directly benefit students or PLU initiatives. The PLU presentation is possible only through partnership with another non-profit entity.</p> <p>2) 100% proceeds go to PLU.</p> <p>3) PLU dept. co-signs contract with entity. PLU account number pays portion or 100% of costs. If entity defaults, dept. pays full costs.</p>	0%	100%	100%	33% & 100%	100%	PLU Dept On-Site to Manage Venue, Event, & Crowds @ 100% PLU Sponsor orders and coordinates all PLU logistics on behalf of the sponsored org.	Shared Liability. Entity co-signs contract and issues insurance cert most often.
Internal	<p>1) PLU owns and manages the event for class or programmatic purpose.</p> <p>2) PLU account pays 100%</p> <p>3) 100% of proceeds go to PLU.</p>	0%	0%	Materials Only	0% & 0%	100%	PLU Dept On-Site to Manage Venue, Event, & Crowds @ 100%	PLU assumes all liability