Sponsored Event Application Form

General Information

1. Event Name: _____

2. Event Date(s) and Time(s): _____

3. Event Location (Venue Request): _____

4. Sponsoring University Department/Organization: _____

5. Primary University Contact Name & Title: _____

6. Primary University Contact Email & Phone Number: _____

Event Details

7. Name of External Organization Partnering with the University: _____

8. Purpose of the Event and How It Supports the University's Mission:

_____

_____

9. University Representative Responsible for the Event: _____

10. Expected Attendance (Breakdown):

- **UP Students:** _____
- **Faculty/Staff:** _____
- **External Attendees:** _____

Approvals & Event Promotion

11. Required Approvals (Check all that apply):
☐ President
☐ Division VP
☐ Provost

12. Event Registration & Promotion

- **Website or Platform for Registration:**

  _____

- **Marketing Plan (How will the event be promoted?):**

  _____

Others

13. Will there be an entry fee?
☐ Yes
☐ No

- If Yes, specify the fee structure: _____

14. Will the University of Portland logo be used in promotional materials?
☐ Yes
☐ No

15. Has the external organization provided a Certificate of Insurance?
☐ Yes
☐ No

Submit this form to the University Events Office at least 15 business days before the event.