



Multicultural Affairs

Co-Sponsorship Request Form

Office use only:
MA Contact _____
Date rec'd _____

Name of Organization/Department: _____

Name of Program: _____

Location: _____

Date and Time: _____

Primary Contact: _____

Email(s): _____

Phone Number(s): _____

Secondary Contact: _____

Email(s): _____

Phone Number(s): _____

Description of Event (includes ideas for co-sponsoring, plans for publicity, how your events connects with the mission of Multicultural Affairs, and the benefit to the AU community).

List the purpose and goal(s) of the event.

What type of program is this? (Please check all that apply)

Academic Cultural Educational Social Other: _____

If you have held this event before, how many people attended? If this is the first time, what is your expected attendance? _____

Will you still present this program without MA sponsorship? Yes No

Explain: _____

Please continue to the back of this form to complete important financial information.

Complete the following financial information (Be as detailed as possible):

EXPENSES	Details	Total Amount
Supplies		\$
Publicity		\$
Food		\$
Entertainment		\$
Facilities Costs		\$
Other		\$
	Total Expenses	\$
REVENUE	Details	Total Amount
Sponsoring Org. Name		
		\$
Co-Sponsoring Org. Name		
		\$
		\$
	Total Revenue	\$
	Total Amount Requested*	\$

*Total Expenses - Total Revenue = Total Amount Requested

Indicate specific financial request and how the funds will be distributed

What resources will your organization/department provide?

Has MA co-sponsored any other events with your organization/department during this school year? Yes No If so, please list them and related financial contributions:

By signing below, I acknowledge that I have read the guidelines and protocol for MA co-sponsorship and that our organization/department will abide by these guidelines.

SIGNATURES

Organization/Department Representative

Date

Thank you for your interest in co-sponsoring with MA!
Please call 202-885-3651 or email ma@american.edu with questions or comments.