

Louisiana State University - Shreveport

Student Activities Board
CONTRACT FOR PROGRAM CO-SPONSORSHIP

This is a contract for program co-sponsorship dated between the SAB Program Board (hereinafter referred to as "Board") and (hereinafter referred to as "co-sponsor"). The terms listed in this agreement are binding and should be spelled out clearly. The Board will not be responsible for items not specifically started in this agreement. In order for the co-sponsorship to function effectively, it is important to keep lines of communication open. This co-sponsorship is not final until all parties have signed it. No Arrangements should be made in reliance upon this agreement until such time.

The Board supports the concepts of co-sponsoring events. However, the Board is not obligated to co-sponsor any specific events or programs, provide equal time in response to previously co-sponsored programs, or co-sponsor events on an ongoing annual basis. The Board can only make commitments for the time period for which it is appointed to serve. Co-sponsor should be willing to utilize and submit to the programming expertise of the Board. Failure of the Co-sponsor to complete its responsibilities in a timely manner may result in termination of this agreement with no further responsibility for the project on the part of the Board.

All advertising and publicity materials associated with a co-sponsored program will clearly list Board sponsorship in equal size and frequency unless otherwise agreed upon in writing in this document. If it does not, Board reserves the right to consider this contract null and void and will accept no responsibility for said program.

PROGRAM INFORMATION

Name of Organization

Name of Program

Description and purpose of program:

Program Date: Time: Location:

Admission: Entry Fee (please indicate if free) Tickets available at:
LSUS Students
LSUS Faculty/Staff
General Public
Other

COSTS & RESPONSIBLE PARTIES

	<u>Estimated Cost</u>	<u>Person/Organization Responsible</u>
Entertainment Fees	\$ _____	_____
Food	\$ _____	_____
Drink	\$ _____	_____
Prizes	\$ _____	_____
Equipment Rental	\$ _____	_____
Other (specify):	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

REQUESTED PUBLICITY

Please **circle** requested publicity to be advertised through Student Activities:

- Toilet Paper/Weekly Email
- Posters
- ½ page Flyers
- Electronic Flyer in UC
- Banner Poster
- LSUS Calendar
- Other:

*Note, Student Organizations are responsible for submitting a graphic design request to the UC Office if the organization does not create its own advertisement. Toilet Paper/Weekly Email information should be emailed to the Director of Student Activities at least 3 weeks prior to the event. News releases should be processed through the LSUS Office of Media and Public Relations.

ADDITIONAL PROVISIONS: _____

SIGNATURES

Signatures below indicate acceptance of this co-sponsorship contract. This contract shall not be deemed fully executed until signed by both parties. No actions should be taken until all signatures have been secured. Neither party shall be bound to the outlined terms until this contract is fully executed.

AGREED TO AND ACCEPTED:

Student Activities Board
LSUS
 By: _____
 Student Activities Board President
 Date: _____

 By: _____
 Student Activities Board Advisor
 Date: _____

AGREED TO AND ACCEPTED:

Organization/Dept: _____
 By: _____
 Organization/Department Representative
 Date: _____

 By: _____
 Organization Advisor/Department Head
 Date: _____