

Club Downunder//Union Productions

Co-Sponsorship Guidelines ☺

Thank you so much for expressing interest in working with Club Downunder! We love to work with our fellow FSU organizations but have expectations that must be met for our events.

- We plan a variety of events throughout the semester, so if you want to work with us you must contact us at least **six weeks** before the day you want to have the event.
- Venue availability is tight, so it is not guaranteed that the event can be on your preferred date.
- It is **required** to schedule a time to meet with the Co-Sponsorship Coordinator in order to discuss details face-to-face.
- During the planning process, it is important to keep the Co-Sponsorship Coordinator up to date with everything going on with the event. We must have proper information in order to proceed without confusion.
- If you want things at an event (snacks, novelties, decorations, etc.) and want us to pay for it, we must know at least **two weeks** in advance. Otherwise, there is a chance we will not be able to provide that service.
 - Financial help from CDU is **not guaranteed** and will depend on every situation.
- At all of our events we provide staffing. Usually five people will be staffed for stamping, clicking, checking bags, PR table and managing the event. If more is needed outside of that, we must know **immediately** and we cannot guarantee we will be able to supply the ideal amount.
- For every event there must be a Nole Central Event Permit submitted at least **10 days before** the event. Unless discussed previously, it is your responsibility to fill it out and to fill in every detail about the event (food, acts, time, date, FSUPD, etc.).
 - If food is at the event, please follow proper food safety protocol. For instance, gloves when handling food and utensils to disperse the food are mandatory.
 - If your event is expected to draw a large crowd, you are **required** to contact FSUPD so they can be there the day of.
- Event promotion is your responsibility (posters, Facebook page, tabling, etc.), however we will help promote on all social media platforms and if given a timely notice (**at least 30 days out**) we could print something for you.
- We **require** a Day of Show (DOS) for every event, which is a step by step schedule of everything that is happening at the event including your arrival time, set up times, and the start and end times. It should be submitted to us at least **2-3 days** before the event.
 - This should also include contact information for representatives of the organization.
- We invest a lot of time and effort into the events that we put on and expect the same in return. If you cancel the event without proper notice, we reserve the right to choose not to work with your organization for the rest of the academic year.
 - Only external factors out of one's control are acceptable reasons for cancellation, such as weather, talent cancellation or illness.

Group Representative: _____

Date: _____

Name of Organization: _____