

UNION PRODUCTIONS/CLUB DOWNUNDER COSPONSORSHIP TERMS OF AGREEMENT

Union Productions is very excited to work with you! As we work to plan this event with you, please keep in mind the following expectations:

- ❖ You will be required to meet with our Cosponsorship Coordinator to go over the details of your event at least once. Please contact them via email at upcosponsor@admin.fsu.edu to set up an appointment.
- ❖ The standard event times for events held in Club Downunder have doors opening at 8:30pm and the event starting at 9:30pm. If you would like to alter these times for your event, you **MUST** have this change approved with the Cosponsorship Coordinator.
- ❖ As with all on-campus events, you **MUST** complete an Event Permit in order for the event to proceed. Be sure to mention any food that will be at the event. Go to studentgroups.fsu.edu to complete the process.
- ❖ Any event setup and/or equipment needs must be relayed to the Cosponsorship Coordinator **no later than two weeks** prior to the event.
- ❖ Your event will be staffed by members of Union Productions. These staff members will oversee the event entry process of checking bags and IDs, keeping track of attendance numbers, and stamping hands for re-entry.
- ❖ Please provide the Cosponsorship Coordinator with a list of your organization members who will be assisting with the event, as well as a detailed schedule for set up and the event, no later than three days prior to the event. *Note: those who are not running the event but are guests will not be able to enter the event prior to doors opening.*
- ❖ It is the responsibility of your organization to take care of the event promotion (posters, tabling, etc.). However, any publicity for your event must be approved by our Cosponsorship Coordinator and must include the Union Productions logo. If you send the Cosponsorship Coordinator a digital form of your poster, we can display it on the marquee in the windows of CDU.
- ❖ As the representative of your organization for this event, you are responsible for relaying all relevant information listed here to the members of your organization. Please keep in mind that you are representing your organization when you work with us and that your event will leave an impression with us when considering future partnership.

Group Representative: _____ Date: _____

Name of Organization: _____