

STUDENT ORGANIZATIONS CO-PROGRAMMING AGREEMENT

_____ and _____

enter into this agreement for the purposes of jointly programming the following event: _____

Program Description

Date of Event _____ Time of Event _____

Location _____ Rain Location _____

Program Responsibilities

	RESPONSIBLE PARTY	DEADLINE DATE
Contracts	_____	_____
Travel/Accommodations	_____	_____
Check Requests	_____	_____
Purchase Requisitions	_____	_____
Transfer of funds	_____	_____
Room Reservations	_____	_____
Equipment Requests	_____	_____
Facilities Services Work Request	_____	_____
Security Request	_____	_____
Banner Request*	_____	_____
Flyers*	_____	_____
Table Tents*	_____	_____
TUCAN/Events Listserve	_____	_____

*All advertising must bear both organizations' names and must be approved by each organization's adviser.



	RESPONSIBLE PARTY	DEADLINE DATE
Load In/Out	_____	_____
Ground Transportation	_____	_____
Other:	_____	_____
	_____	_____

Financial Responsibilities

	RESPONSIBLE PARTY	AMOUNT / PERCENTAGE TO BE PAID
Honoraria	_____	_____
Travel	_____	_____
Accommodations	_____	_____
Meals	_____	_____
Security	_____	_____
Banners	_____	_____
Flyers	_____	_____
Table Tents	_____	_____
Other Publicity	_____	_____
Reception	_____	_____
Other	_____	_____
	_____	_____

All financial expenditures must be approved by the organization adviser. Any that are not pre-approved may not be reimbursed to the organization or to the individual members.

Designated Meeting Times

Date of Meeting _____ Time _____ Location _____

Once this agreement has been completed, constant contact between organizations must occur. If either organization is not fulfilling its obligations according to the above terms, the other organization has the right to revise or terminate the co-sponsorship agreement.

ALL TERMS HEREIN ARE AGREED TO UPON THIS _____ DAY OF _____, 20_____.	
Accepted for _____	Accepted for _____
_____ Organization Representative	_____ Organization Representative
_____ Organization President	_____ Organization President
_____ Organization Adviser	_____ Organization Adviser