

To ensure that external sponsorship support is coordinated effectively through the institution, Ohio State has a centralized University required process for initiating and processing requests for external event sponsorships. For more information on sponsorships, please visit: <http://outreach.osu.edu/sponsorships/about.html>

Offices within the College of Education and Human Ecology wishing to initiate a sponsorship request in support of an external event are asked to provide the following information at least 5 weeks prior to event:

Initiating Department: \_\_\_\_\_

Event Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Account: 64403 – Contributions

Amount: \_\_\_\_\_

Fund: \_\_\_\_\_

PR# \_\_\_\_\_

Please provide information on what this sponsorship is for:

Please provide information on how this sponsorship aligns with the University's mission and goals:

What are the benefits of sponsorship for EHE?

Who will be attending the event from EHE (include their guests)?

Are you aware of any other OSU commitments to support this sponsorship?  Yes  No  Unknown

If yes, who? \_\_\_\_\_

Has EHE contributed to this event previously?  Yes  No  Unknown

Event name & Date \_\_\_\_\_

More details may be required after the event, who will be the contact person?

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Approved by EHE:

Office Use Only

initials:

\_\_\_\_\_  
Dean or designee Date

- <10k okay to process
- 10k-20k Univ Appr, okay to process
- >20k Univ Appr, okay to process