

UNIVERSITY ACTIVITIES BOARD
PARTNERSHIP APPLICATION

ORGANIZATION NAME: _____

CONTACT NAME: _____

PHONE: (_____) _____

E-MAIL: _____

DESCRIPTION OF EVENT:

POSSIBLE DATES OF EVENT:

WHAT TYPE OF SUPPORT DO YOU REQUIRE FROM UAB:

WHAT SUPPORT IS YOUR ORGANIZATION WILLING TO PROVIDE:

SUBMITTING A PARTNERSHIP FORM TO THE UAB DOES NOT GUARANTEE THAT THE PARTNERSHIP WILL HAPPEN. PLEASE SEE GUIDELINES FOR MORE INFORMATION.

PLEASE RETURN FORM TO JOSH PREISTER TO UNIVERSITY ACTIVITIES OFFICE AT 322 MSU UNION AT LEAST FOUR – FIVE WEEKS PRIOR TO EVENT.

University Activities Board Partnership Policy

The University Activities Board (UAB) is excited to offer opportunities for registered student organizations (RSOs) or residence hall groups to partner with us on events. This is an excellent opportunity for your organization to participate in fun and exciting entertainment programming on a Friday or Saturday night.

Here are the details:

- Quality entertainment
- Booth or information table to recruit new members
- State News ad, table tents and many other advertising methods (listservs, posters, website) recognizing all organizations involved in the planning
- State-of-the-art sound and lighting system (Campus Center)
- Security
- Stage and/or dance floor
- All facility services (room set-up, custodial, etc.)
- Lots of fun!

Guidelines:

- The event must be planned in conjunction with a UAB officer and advisor
- Meeting time must be set up between both organizations in order to discuss responsibilities and expectations
- The event must be open and advertised to the entire MSU student body
- Events are FREE--Only MSU students, faculty and staff with a MSU ID may attend; each attendee may bring one (1) guest
- The event may NOT be used as a fundraising event
- All entertainment must be booked and ultimately paid for by the UAB. UAB reserves the right to limit, review and approve all entertainment (partnering organization may pay for entertainment - funds must be transferred to University Activities Board).
- All contracts must be reviewed and signed by an UAB advisor
- The capacity of the International Center is 600 people; capacity of the Union varies depending on room. Space must be reserved by UAB.
- Final arrangements must be made prior to the event is scheduled to occur or your partnership may be cancelled
- All advertising for this event must be reviewed and approved by a UAB advisor before distribution (i.e. flyers); UAB must be acknowledged as a partner on advertising.
- Any and all disputes regarding selected dates for entertainment, booking of entertainers or other matters will be determined by the UAB. These decisions will be final.
- Budget for event will be determined on a per event basis; partnering groups are encouraged to add financial resources.

What the UAB asks of you:

- Provide volunteers for the event - number of volunteers will be determined by event and venue
- Arrival time set with approval of UAB
- Additional promotion of the event - be creative, but follow university policies
- UAB reserves the right to designate specific weekends for partnership events
- Always communicate - it's better to talk and meet too often than too little
- Designate a contact person(s)
- Be flexible!