

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY (OSU – Oklahoma City)
 Cowboy Catering and Event Services ● 900 North Portland ● Oklahoma City, OK 73107
 405-945-3387 or 405-945-3238

REQUEST FOR SPONSORSHIP

EVENT INFORMATION (To be completed in full by the sponsoring OSU – Oklahoma City department.)		
Name of Event (No Abbreviations or Acronyms):		
Date/s of Event:		
Organization (No Abbreviations or Acronyms):		
Address:		
City:	State:	Zip:
Relationship of Organization to OSU – Oklahoma City:		
Organization Event Contact Person:		
E-mail Address:	Phone #:	Fax #:
Who will be attending? <input type="checkbox"/> OSU-OKC Only <input type="checkbox"/> Public Only <input type="checkbox"/> Both (Estimate __ OSU-OKC attendees)		
Catering: OSU - OKC has an exclusive contract with the on-campus caterer. All food and beverages must be purchased through the caterer.		

SPONSORSHIP INFORMATION (To be completed in full by the sponsoring OSU – Oklahoma City department.)	
Sponsoring department must have an active role and/or must be an attendee	
Sponsoring Department:	
OSU – Oklahoma City Contact Person:	Ext.
Role of Contact Person in the Event: (Must have an active role and/or must be an attendee)	
Briefly, state the purpose of the event?	
Division Head/Director Authorization Signature:	Date:
Vice President of Division Authorization Signature:	Date:
President Authorization Signature:	Date:

LIST OF ESTIMATED SPONSORSHIP RESOURCES		(President Use Only 100% sponsored)	
		Approved	Not Approved
List of Facilities/Rooms Requested:			
Non Sponsored Room Rental Rate	\$		
80% Discount	\$		
100% Discount	\$		
	\$		
Total Amount Due:	\$		

cc: Scheduling Office

Sponsoring Department