The John Sloan Dickey Center for International Understanding

Event Co-Sponsorship Request

Once we receive your online request form, if we are able to co-sponsor, we will contact you to set up a time to review responsibilities for the proposed event.

Responsibilities (To be completed with the Dickey Staff)

Responsibilities for Developing the Event:

**Finances**, Dickey’s monetary commitment as a co-sponsor:
- Honoraria __________
- $ Amount via transfer __________

Event Publicity and Endorsements:
*The Dickey Center will review all posters/advertising materials referencing our name and logo before printing or online publication.*

**Dickey Center**
- Dartmouth/Dickey Calendar postings
- VOX
- Valley News, web calendar
- Valley News Transaction Ads
- Poster
- Poster Printing
- Poster Distribution
  - Residence halls
  - Campus
  - Others
- PDF version

Posting to Social Media
- Facebook
- Twitter

Email
- Mail Chimp – Campus lists
- Faculty

**Primary Sponsor**
- Dartmouth/Dickey Calendar postings
- VOX
- Valley News, web calendar
- Valley News Transaction Ads
- Poster
- Poster Printing
- Poster Distribution
  - Residence halls
  - Campus
  - Others
- PDF version

Posting to Social Media
- Facebook
- Twitter

Email
- Faculty

**Speakers**

**Dickey Center**
- Lodging
- Travel
- Honoraria
- Reimbursements

**Primary Sponsor**
- Lodging
- Travel
- Honoraria
- Reimbursements
# Logistics

<table>
<thead>
<tr>
<th><strong>Dickey Center</strong></th>
<th><strong>Primary Sponsor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site help on the day of event</td>
<td>On-site help on the day of event</td>
</tr>
<tr>
<td>☐ Crowd control and seating</td>
<td>☐ Crowd control and seating</td>
</tr>
<tr>
<td>☐ Reserved seating</td>
<td>☐ Reserved seating</td>
</tr>
<tr>
<td>☐ AV support</td>
<td>☐ AV support</td>
</tr>
</tbody>
</table>

## Campus Reservations

<table>
<thead>
<tr>
<th><strong>Dickey Center</strong></th>
<th><strong>Primary Sponsor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Room, venue</td>
<td>☐ Room, venue</td>
</tr>
<tr>
<td>☐ Classroom Technology Support</td>
<td>☐ Classroom Technology Support</td>
</tr>
<tr>
<td>☐ Media Production Group</td>
<td>☐ Media Production Group</td>
</tr>
<tr>
<td>☐ Work orders</td>
<td>☐ Work orders</td>
</tr>
<tr>
<td>☐ Photographer</td>
<td>☐ Photographer</td>
</tr>
<tr>
<td>☐ Vendors, book signing, merchandise sale</td>
<td>☐ Vendors, book signing, merchandise sale</td>
</tr>
</tbody>
</table>

## Security

<table>
<thead>
<tr>
<th><strong>Dickey Center</strong></th>
<th><strong>Primary Sponsor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Dartmouth Safety and Security</td>
<td>☐ Dartmouth Safety and Security</td>
</tr>
<tr>
<td>☐ Hanover Policy Department</td>
<td>☐ Hanover Policy Department</td>
</tr>
<tr>
<td>☐ Private Security</td>
<td>☐ Private Security</td>
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</tbody>
</table>

## Food

<table>
<thead>
<tr>
<th><strong>Dickey Center</strong></th>
<th><strong>Primary Sponsor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering, meal planning</td>
<td>Catering, meal planning</td>
</tr>
<tr>
<td>☐ Funding</td>
<td>☐ Funding</td>
</tr>
<tr>
<td>☐ Ordering</td>
<td>☐ Ordering</td>
</tr>
<tr>
<td>☐ Confirmations</td>
<td>☐ Confirmations</td>
</tr>
<tr>
<td>☐ Clean up, work order</td>
<td>☐ Clean up, work order</td>
</tr>
</tbody>
</table>

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## Independently Sponsored Portions of Event:

Please describe any parts of the event sponsored by other partner co-sponsors. If you have a draft agenda, please provide it.

## Other Provisions: The fine print

The Primary Sponsor will review any possible date changes with the Dickey Center. Dates changed from the original agreement may result in the Dickey Center withdrawing co-sponsorship.

It is understood that the Primary Sponsor will retain control of the program and all decisions pertaining to the event. Primary Sponsor also retains liability and accountability for all aspects of the program.

This document contains the entire agreement for this co-sponsorship and may not be altered without the consent of both parties.

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## Overarching Dickey Commitment:

### Co-sponsorship 1) FUNDING

☐ Monetary support only. Committed money will be transferred to Primary Sponsors string or MIPV processed for honorarium.

### Co-sponsorship 2) ADVERTISING Support

☐ Co-Sponsorship Agreement completed with Dickey Staff
Co-sponsorship 3) FULL SUPPORT

☐ Co-Sponsorship Agreement completed with Dickey Staff