



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
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 - Residence halls
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Speakers

Dickey Center

- Lodging
- Travel
- Honoraria
- Reimbursements

Primary Sponsor

- Lodging
- Travel
- Honoraria
- Reimbursements

Logistics

Dickey Center

On-site help on the day of event

- Crowd control and seating
- Reserved seating
- AV support

Campus Reservations

- Room, venue
- Classroom Technology Support
- Media Production Group
- Work orders
- Photographer
- Vendors, book signing, merchandise sale

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Security

Dickey Center

- Dartmouth Safety and Security
- Hanover Policy Department
- Private Security

Primary Sponsor

- Dartmouth Safety and Security
- Hanover Policy Department
- Private Security

Food

Dickey Center

Catering, meal planning

- Funding
- Ordering
- Confirmations
- Clean up, work order

Primary Sponsor

Catering, meal planning

- Funding
- Ordering
- Confirmations
- Clean up, work order

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.

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