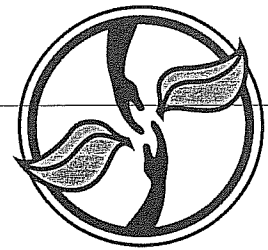


CLUBS & ORGANIZATIONS



Vendor Sponsorship Request Form

Office of Student Life
Cultural Centers

The Office of Student Life & Cultural Centers (OSLCC) coordinates the **Club Vendor Program** on campus for the benefit of Clubs and Organizations. By filling out this form your club will be placed on the **Vendor Sponsorship Waiting List**. You will be contacted when we have an available vendor. If you are unable to sponsor the vendor when notified of their contracted dates, your club will then be placed back on the waiting list.

Please Note:

- If a vendor cancels a scheduled date, your club will be given the next vendor available.
- In signing this request, and agreeing to sponsor a vendor, your club is responsible for the following:
 - ✓ Assisting the vendor in setting up equipment each morning and taking down equipment each afternoon.
 - ✓ Check in with vendor 3 times per day and have the vendor sign the **Club Check-In Form**.
 - ✓ The **Club Check-In Form** must be submitted to OSLCC on the last day of sponsorship

Sponsorship will not be transferred should your club fail to uphold their responsibilities. All areas below **MUST BE** completed prior to submittal of this form.

Club Name: _____ Date: _____

Requester's name: _____ ID# _____

Phone Number: _____ Cell Phone: _____

Email: _____

For office use only: Date: _____ Time: _____ Initials: _____
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