

CO-SPONSORSHIP EVENT FUNDING REQUEST PROCESS

FLAGSHIP EVENT

Each department/school can request funding assistance once per fiscal year. Authorization from the department chair/school director is required for all applications. Please submit the completed event funding application and corresponding documents by email to hs.er@ttu.edu. The **Assistant Director of Events** will route it to the dean's office for approval/signature.

Eligibility

1. Must be an official College of Health & Human Sciences school or department.
2. Your event must align with the college's **vision and mission** and further public scholarship and/or public engagement at Texas Tech. This can be fulfilled through recruitment or alumni/donor engagement events.
3. Events supported by the Office of the Dean should have a clear external engagement focus, building or strengthening relationships between the college and key stakeholders, students, or alumni.

Details

The Office of the Dean will provide financial support for approved requests **up to \$1,000** per fiscal year, per department/school. Centers, institutes, and programs will be considered within the department/school total funding amount and authorization from the department chair/school director is required. Applications are reviewed each fall and spring semester, so we encourage you to apply early. Applications for **fall events** are due by **September 15th** and applications for **spring events** are due by **Feb. 10th**.

Support services included with funding:

- Co-creation (planning, coordination, and implementation of event/project)
- Event consultation services provided by the Assistant Director of Events, Internal & External
- Share event information in newsletters, building monitor screens, website, social media where appropriate
- Attendance from Marketing & External Relations staff

Application requirements & supporting documentation:

1. Each department/school will need to outline how your event relates to the **vision and mission** of the College of Health & Human Sciences.
2. You will need to **attach** a **basic budget worksheet** indicating how funds will be used and the name and email of the Business Manager overseeing the funding utilization.

3. Arrange and schedule for **at least one** departmental/school **representative** to be present at setup, during the event, and event takedown to troubleshoot, answer questions, etc.
 - This may include but is not limited to: Welcoming attendees, ensuring space is set up correctly, assisting with equipment (if applicable), and overseeing event check-in process (if applicable).
4. Schedule a meeting with the **Assistant Director of Events** to outline all event plans and marketing materials.

See the next page for the event funding application.

CO-SPONSORSHIP EVENT FUNDING REQUEST APPLICATION
EVENT INFORMATION

Date _____ Event Name _____

Time _____

Location _____

Audience _____

How does this event support the college's strategic initiatives? (2-3 sentences max)

Please remember to attach your budget outline worksheet.

REQUEST APPROVALS

Center/Institute Director signature (if applicable)

Date

Dept/School Chair/Director signature (required)

Date

Dean signature (required)

Date

Comments for Dean's Office use only: