

## 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](mailto: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 should support the college's **vision and mission** and help promote learning or community involvement at Texas Tech.
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 included within their department/school's total funding allocation, and approval from the department chair or 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 15<sup>th</sup>** and applications for **spring events** are due by **Feb. 10<sup>th</sup>**.

### ***Support services included with funding:***

- Co-creation (assistance 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. It is the responsibility of the department/school to ensure the smooth execution of the event. At least one staff representative must be present during setup, throughout the event, and during takedown to assist with troubleshooting, answer questions, and provide support. Having multiple staff members on-site is required to ensure adequate coverage and a successful event.
  - 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. As part of the initial planning stages, schedule a meeting with the **Assistant Director of Events** to review and outline all event details and marketing materials.

*See the next page for the event funding application.*

## CO-SPONSORSHIP EVENT FUNDING REQUEST APPLICATION

### EVENT INFORMATION

Name of Event \_\_\_\_\_

Date \_\_\_\_\_

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: