

## **Multicultural Event Sponsorship Proposal**

### **Summary**

UH Global will provide sponsorship of up to three (3) community or campus events each year. Interested groups can submit a sponsorship proposal requesting one of the designated levels of sponsorship. Proposals will be evaluated and selected based on evaluation criteria aimed to explicitly benefit the University of Houston. Proposal submission and consideration does not guarantee sponsorship. Each event will be evaluated separately even if submitted by the same group(s).

### **Criteria**

Interested groups seeking sponsorship should consider the following evaluation criteria:

- The event has a clear global, cross-cultural, or multicultural theme
- The event is value adding to UH students, staff, and/or faculty as the target audience

### **Levels of Sponsorship**

Funds will be given in amounts of \$200, \$300, or \$400 depending on the participation level of the event.

- Level 1: 50 or less attendees - \$200
- Level 2: 51 to 150 attendees - \$300
- Level 3: 150 or more attendees - \$400

### **Submission Guideline**

For event sponsorship consideration, interested groups must submit the included coversheet and a written proposal electronically to [uhglobal@uh.edu](mailto:uhglobal@uh.edu). Proposals should be submitted at least two (2) months prior to the scheduled event for proper consideration.

The written proposal must clearly outline the following criteria:

- The date, time, and location of the event
- The scope of the event
- The expected reach/audience of the event
- The reasonable expected participation level of the event
- The need for funding and/or the expected use of the funds
- Please include a copy of the event flyer or promotional material (if applicable)

### **Notification of Sponsorship**

Sponsored groups will receive electronic notification of sponsorship, which must be signed and returned to UH Global prior to the disbursement of any funds.

**Terms and Conditions**

By accepting the funds, UH reserves the right to include the event in its market or promotional efforts including but not limited to: shooting photos or video footage, conducting interviews during the event, distribution of tchotchkes or sale of merchandise, request the UH logo be used during the event, request that UH be mentioned during promotional efforts for the event.

Consideration will be given to the type of event and any special request necessary to carry-out its specific purpose. If the event is canceled and/or rescheduled, notification to UH Global is required and if the event is canceled, funding must be returned.

# UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST  
Global Initiatives

## MULTICULTURAL EVENT SPONSORSHIP PROPOSAL COVERSHEET

**Event:** \_\_\_\_\_

**Organization/Group:** \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Funding Amount Requested: \$** \_\_\_\_\_

**To be completed upon notification of approved sponsorship:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (UH Global)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (Sponsored Group)