



UNCW's Association for Campus Entertainment (ACE) requires an application for all co-sponsorship requests. Please read the criteria below and submit the application and supporting documentation to the ACE Office in Fisher Student Center 2029K (located inside the CAIC Office).

Purpose: The UNCW Association for Campus Entertainment intends to co-sponsor events that will foster its purpose of bringing meaningful entertainment to the student body as a whole.

Criteria for Requests:

1. All money allocated must be used for university-wide events, no closed events are eligible.
2. If the requested co-sponsorship exceeds \$500 the event/program must be co-sponsored by at least one other UNCW registered organization or department.
3. The amount requested may not exceed 50% of the event budget.
4. All applications must be accompanied by a detailed copy of the event budget.
5. The event must be publicized in a timely manner to all potential participants through numerous means (i.e. posters, newspaper ads, e-mail, flyers, chalking, banners, t-shirts, etc.)
6. If ACE's contribution is equal to or exceeds 35% of the events budget, all promotion must be approved by the ACE Executive Board.
7. UNCW ACE must be clearly presented as a co-sponsor on all said publicity.
8. If deemed appropriate by the ACE Executive Board, an organizational budget for the entire year must be presented for review with the request.
9. A request for financial co-sponsorship must be submitted no later than 4 weeks prior to an event date or prior to any promotion being ordered or purchased (i.e. t shirts or give aways).

Submission and Approval Process:

1. A co-sponsorship application must be filled out and submitted no later than 4 weeks prior to an event date.
2. ACE will review your application at their weekly executive board meeting and reply promptly. The executive board may request more information, request an organizational budget, approve or deny the application. ACE may request that your organization present the event at an Executive Board meeting so we may better understand your request.
3. If ACE deems it necessary, ACE may request to meet with the Event Organizer to discuss details of event before or after co-sponsorship approval.

*ACE reserves the right to request further information at any time, and to pull funding if the agreed upon criteria is not met. They also reserve the right to deny any application for co-sponsorship that does not seem to be an effective use of ACE funds or to promote its intended purpose.



**ASSOCIATION FOR
CAMPUS ENTERTAINMENT**
uncw.edu/ace

Association for Campus Entertainment – Co-Sponsorship Application

University of North Carolina Wilmington

Organizational Information

Organization:

Contact Person 1: Contact Person 2:

Phone: Phone:

Email: Email:

Basic Event Information

Name of Event:

Date: Time: Begin End

Estimated Attendance: Location:

Is Admission Charged?: If Yes, Please Specify Amount:

Financial Support Requested:

Logistical Support Requested:

Target Audience:

How Can This Event benefit/involve the UNCW Population as a Whole:

Other Organizations Involved/Co-Sponsoring this Event:

Event Description:

Intended Purpose for the Event:

Promotion (i.e. t shirts, chalking, radio, etc.) :

Please specify what the funds contributed would go toward:

By signing this application, the aforementioned organization is agreeing to the terms in the application criteria and committing to follow them in partnership with the Association for Campus Entertainment, if the event co-sponsorship request is approved.

Print Name:

Signature:

Received on:

Reviewed on:

ACE Signature:

*Please submit this application with all supporting materials requested to Fisher Student Center 2029K (ACE office is located in the Campus Activities and Involvement Office)