

IU East Diversity Events Committee Sponsor Request Form

Today's Date:	
Individual/group initiating request:	Department:
Email:	Telephone:

Topic/Title	
Brief description of the event:	
<p>Please attach a narrative that leads the committee to an understanding of the following:</p> <ol style="list-style-type: none"> 1. How this event contributes to the student, faculty and staff understanding of diversity 2. The format of the event 3. The intended audience 4. The intended impact of the event 5. The expected number of attendees 6. How are you going to assess the impact of this event? 7. Please provide a brief written summary of your event within one week to lvarnesd@iue.edu. Please be sure to include the actual number of attendees. <p style="text-align: center; color: red;">The narrative should not exceed two pages.</p>	

Detail Request Below	
Planned date of event	
Total estimated cost of the event	\$
Other funding sources (if applicable)	
Total amount of funding from other sources (if applicable)	\$
Amount requested from IU East Diversity Events Committee	\$
What will the sponsorship cover? (Travel, lodging, honorarium, etc.)	

Hospitality for the guest(s) should be provided by the School that is sponsoring the event.	
School contribution: \$	
Dean Signature:	Date:

Diversity Events Committee Action		
_____ Approve	_____ Decline	Date: _____