



ORGANIZATIONAL COLLABORATION PROPOSAL

Thank you for your interest in collaborating on an event with the University Program Council (UPC). We value opportunities to program a variety of events to benefit the University of North Texas community and collaborating with other organizations helps us accomplish this goal.

Ways in which UPC can collaborate with your organization:

- We plan over 150+ events per year so we can help with our event planning expertise
- Assistance in booking space and tech for collaborative events
- Vendor, performer, and musical contacts
- Marketing support (we publicize our events with a calendar, lawn signs, text messages, social media, websites, and more)
- We can request volunteers for the day of event
- Give your event idea a broader reach to the whole student body

Guidelines:

- Programs proposed must be available and open to or directly benefit the student body and adhere to UPC goals and standards.
- UPC plans a semester in advance. Events for the spring semester should be submitted by mid-October and events for the fall semester should be submitted by mid-March. *Some shorter notice collaborations may be approved on a case-by-case basis but are not guaranteed.*
- UPC and collaborating organizations/councils/departments must approve all details of the event and complete a collaboration meeting and form.
- UPC needs to be involved in the initial planning of event to ensure program meets UPC organizational goals and standards.
- Advertising and Publicity
 - Must include UPC logo, UNT logos and logos of any other collaborative organizations.
 - Must be approved by UPC's Vice President of Marketing.
 - Must follow Union guidelines and be approved by Union Marketing
- Collaborating organization must be actively involved in the evaluation process by participating in the event debrief or sending feedback to UPC student contact within 2 weeks of the event

Procedures:

Applications are received on a rolling basis; therefore it is of the group's benefit to apply early. Note that UPC plans a semester in advance so submit your applications as early as possible.

- Submit your application to the UPC President by email upc@unt.edu or in the UPC Office, Union 221
- The UPC President will contact you to setup a meeting to discuss the proposal further. During this time the details of the program can be discussed, and ways in which both organizations will be involved can be identified.
- The UPC President will submit the proposal to the UPC Executive Board for approval.
- UPC President will notify the group of the decision.
- If approved, UPC and the group in collaboration will schedule regular meetings and all parts of the event will be worked through together.

I have read the above conditions and as a representative of _____, we

agree to follow all the requirements as described above.

Representative's Signature: _____ Date: _____

UPC President Signature: _____ Received Date: _____



COLLABORATION APPLICATION

Organization Name (no abbreviations):	
Contact Person:	
Phone:	Email:
Organization's Advisor:	
Phone:	Email:

Event Title:

Proposed Date:

Proposed Time:

Is Date/Time Flexible? *Why or why not?*

Proposed Location:

Anticipated Attendance:

Event Description & Goals: *Please be specific and detailed.*

How will UPC be involved in the overall planning/execution of this event?

Do you plan on approaching any other groups about this event? If yes, who?

Are there any anticipated costs?