



McFarlin
Memorial
Auditorium

EVENT SPONSORSHIP FORM

Dear Colleague:

Your department or division has been suggested as a possible campus sponsor for a non-campus entity that is interested in using the McFarlin Memorial Auditorium at Southern Methodist University.

Acting as a sponsor indicates that you are familiar with the organization and what they are planning to do on campus. Your department should feel it is beneficial to have SMU's name connected with the event and confirm it is not in competition with anything SMU offers or plans to offer. Sponsorship does not involve any of your time. McFarlin Memorial Auditorium will make all arrangements for the group once sponsorship is received and the event can be booked.

If you are approached about sponsorship by a group, you are encouraged to review any printed information they might have and discuss their event with them before agreeing to be the sponsor. If indeed sponsorship is granted, it does not guarantee that the event can be booked. Sponsorship by a chartered student organization will require a signature from the organization's faculty/staff advisor. Any event sponsored by a faculty member or department/division that will include off campus attendees greater to 25% of total attendees must have signed sponsorship by the appropriate dean or his/her designee.

Should you have any further questions, please contact McFarlin Memorial Auditorium at (214) 768-3139.

NAME OF GROUP SEEKING SPONSORSHIP: _____

GROUP CONTACT: _____

NAME OF DEPARTMENT/DIVISION AGREEING TO SPONSOR: _____

NAME OF ON-CAMPUS CONTACT: _____

SIGNATURE OF ON-CAMPUS CONTACT: _____

DATE: _____

CAMPUS TELEPHONE NUMBER: _____

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