

Form must be returned no later than: \_\_\_\_\_



McFarlin  
Memorial  
Auditorium

### EVENT SPONSORSHIP FORM

Dear Colleague:

Your department or division has been suggested as a possible campus sponsor for a non-campus organization 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. The 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.

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: \_\_\_\_\_

McFarlin Memorial Auditorium  
Southern Methodist University  
6405 Boaz Lane, Suite 101  
Dallas, TX 75275  
Ph: (214) 768-3129 Fax: (214) 768-4763