

Hudson Valley Community College
Institutional Services and Events
Bulmer Telecommunications Center (BTC 1074)
518-629-4829 518-629-7522 (fax)
CO-SPONSORSHIP REQUEST INFORMATION

1. Reserve space for your event through the Institutional Services and Events Office, (X4829).
2. A co-sponsorship form will be sent to you to complete.
3. Compose a formal written justification letter explaining why the event should be co-sponsored.

Answer the following questions:

How is this event related to the college and its program?

How is this event related to the students or the community?

How does this event compliment the overall mission of the college?

4. Sign form.
5. Request the signature of your department's Vice President.
6. Submit completed form and justification letter to the Institutional Services and Events (BTC 1074).

Please note that the facility rental fee and any charges or additional services are not guaranteed until the formal request is approved by the Vice President of Finance. If approved, the contract and insurance information will be mailed to the external contact person listed on the form.