

Event Cosponsorship Request Form ● International Center for Ethics, Justice and Public Life

SUBMIT VIA EMAIL to ethics@brandeis.edu

Today's Date:

Your name and contact information (including email):

What organization, department, club, etc. you represent in sponsoring the event (if any):

Title of event: (tentative or confirmed?)

Name of speaker:

Speaker's organization:

Date and time of event: (tentative or confirmed?)

Location of event: (tentative or confirmed?)

Information on the speaker or event:

What is your desired purpose in holding this event? What is the speaker's goal?

Who is in charge of the event? Who will be moderating?

How does this event fit into the guidelines of Ethics Center cosponsorship? Please be specific. See guidelines at http://www.brandeis.edu/ethics/Events/archive/event_cosponsorship.html

When will publicity materials go out for this event? *The International Center for Ethics, Justice and Public Life* must listed as a cosponsor on all publicity. Requests submitted after publicity has gone out will not be considered.

Additional information or comments:

Optional: Would you like suggestions about groups with which you might collaborate or to whom you might advertise? If so, indicate your target collaborating/advertising audience.

Please complete the following:

EXPENSES	
Anticipated Expenses	Amount
i.e. honorarium, travel, etc.	\$
	\$
	\$
TOTAL	\$

SOURCES OF FUNDING		
Anticipated Sources of Funding	Amount	Confirmed or anticipated?
	\$	
	\$	
Amount requested from the Ethics Center	\$	Anticipated