



# Collaborative Events Policy and Application

Thank you for your interest in programming a collaborative event with the Spotlight Programs Board. The procedures described herein apply exclusively to programs co-sponsored by Spotlight Programs Board. **Please note the collaborative event application and process is NOT merely a funding request or a publicity process.** This policy is designed to help student organizations and departments partner with Spotlight Programs Board on events. Therefore, Spotlight **MUST** be included in the planning process and will help with the advertising of each event as well as the logistics of the event.

Please read all of the information below and if you have any questions, feel free to contact the Spotlight Vice President at [spotlightvicepresident@gmail.com](mailto:spotlightvicepresident@gmail.com).

## Collaborative Events Guidelines and Procedures

Spotlight will consider requests for collaborative events from all interested active and registered student organizations, residence halls or University departments. Events must meet the following guidelines and procedures to be considered for collaboration:

- The event must be open and advertised to the entire GSU student body.
- You must submit this collaboration application 60 days prior to the event date.
- The event may NOT be used as a fundraising event.
- Events are free, unless otherwise noted or agreed upon, and only GSU students, faculty and staff with GSU ID may attend. Each attendee may bring one guest, unless otherwise noted.
- All advertising for this event must be reviewed and approved before distribution (i.e. fliers). Spotlight must be acknowledged as a partner on advertising, thus equal representation of both organizations must be on all flyers.
- Spotlight Programs Board will not fund more than 60% of a collaborative event's financial cost.
- Any and all disputes regarding selected dates for entertainment, booking of entertainers or other matters will be mutually agreed upon.
- Meeting time must be set up between both organizations in order to discuss responsibilities and expectations.
- Final arrangements must be made at least two weeks prior to the date the event is scheduled to occur.
- Spotlight cannot sponsor any event that is also sponsored by any group or organization dealing with alcohol, tobacco or illegal substances.
- **Spotlight reserves the right to void all collaboration if not included in major decisions of the program.**

## Collaborative Events Timeline

Applications are accepted on a rolling basis; therefore it would be more beneficial for a group to submit their application early. Applications submitted well in advance of the event's proposed time frame, will more likely be considered. Spotlight will not review requests between April 1 and June 30.

After you submit your application:

- You will receive a confirmation e-mail from the Spotlight Vice President that your collaboration application has been received.

- All applications are reviewed by a Spotlight ad hoc committee and the Spotlight advisor.
- During the review, applications are declined, tentatively accepted or followed up on for more information.
- If an application is declined, your group will be contacted immediately.
- If an application is tentatively accepted, a representative from your group will be asked to meet with Spotlight's Vice President to answer additional questions.

Based on the additional information gathered in the meeting between Spotlight's Vice President and the group representative, events will either be declined or tentatively approved.

- Applications passing Executive board vote by 2/3 majority become Spotlight collaborative events and will be assigned to a specific Spotlight director.
- Spotlight Programs Board and the group in collaboration will schedule regular meetings, and all aspects of the event will be planned together from beginning to end.

### **Collaborative Events Rationale**

The Spotlight Programs Board considers several factors when deciding whether to approve a collaborative event request.

- **Time of Involvement:** Spotlight prefers collaborative events that involve Spotlight in programming decisions from the initial planning stages.
- **Funding Sources:** Spotlight will look most favorably on proposals in which at least half of the funding has been anticipated from other sources. We rarely will collaborate on programs in which Spotlight is the primary or sole funding source.
- **Attendance:** The more detailed information regarding event attendance numbers the proposal contains the better. This can be obtained through Internet research, collaboration with GSU student organizations, contacting other schools who have done similar events, or speaking with booking agents.
- **Diversity:** Spotlight is always looking for opportunities to provide programming which appeals to diverse audiences at GSU.

### **Spotlight Disclaimer**

The Spotlight Programs Board will give each collaborative event application a thorough review. The contact person(s) listed on the application will be notified with Spotlight's decision no later than two to three weeks after the confirmation e-mail has been sent. Spotlight does not guarantee approval of any collaborative event application.

### **Contact Information**

Questions or concerns can be directed to:

Spotlight Programs Board

Attn: Vice President

Student Center, Suite 380

(404) 413-1610 Office

(404) 413-1608 Fax

[spotlight@gsu.edu](mailto:spotlight@gsu.edu)

**\*By signing this form, my group has agreed with the terms of this Collaborative Events Policy.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Collaborative Event Application Form

Applications are accepted on a rolling basis; therefore it would be more beneficial for a group to submit their application early. Applications submitted well in advance of the event's proposed time frame, will more likely be considered. Spotlight will not review requests between April 1 and June 30. Once submitted, your group will receive a confirmation e-mail shortly thereafter. ***Please make sure to attach an itemized budget to the back of your collaboration application.*** If you have any questions, please feel free to contact the Spotlight Vice President at [spotlightvicepresident@gmail.com](mailto:spotlightvicepresident@gmail.com), or (404) 413-1610.

### COLLABORATIVE EVENTS APPLICATION

#### First Contact

Name:

Phone:

E-mail:

#### Second Contact

Name:

Phone:

E-mail:

Please provide a brief description and purpose of the event (attach additional materials if available).

What kind of role would you see Spotlight Programs Board members taking in the process and on the day of the event?

At what stage in the event's planning will Spotlight Programs Board begin to collaborate on this event?

Additional Information (optional)

**TO BE COMPLETED BY SPOTLIGHT PROGRAMS BOARD**

Special Notes:

Approved: \_\_\_\_\_

Date: \_\_\_\_\_