

# Joint Sponsor Checklist for the On-Campus POC

The following checklist is designed to assist the on-campus Point of Contact (POC) in completing key steps for a successful joint-sponsored event. Refer to the [Joint Sponsor Process](#) for detailed requirements at each step.

**Event Name**

**Event Date(s)**

**Astra Reservation #**

Status/Notes	Task List
	<p><b><u>STEP 1: Initial Contact*</u></b></p> <ul style="list-style-type: none"> <li>• Outside group contacts someone at the University (Event Management, College, Department)</li> <li>• Outside group contacts Office of Community Engagement &amp; Special Events</li> </ul> <p><i>*Should be done at least 2 months prior to the event date.</i></p>
	<p><b><u>STEP 2: Approval of Joint Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>• Complete the <a href="#">Joint Sponsorship Approval</a> form in DocuSign. If your event is less than two (2) months away from the form's submission, email the Office of Community Engagement (<a href="mailto:community@uttyler.edu">community@uttyler.edu</a>) to ensure that the timing of your request aligns with the Sponsorship Committee meeting date.</li> <li>• The UT Tyler Point of Contact (POC) will be identified by the sponsoring college, school, or department and coordinates all event details with the community organization throughout the entire <a href="#">Joint Sponsorship Process</a>.</li> </ul>
	<p><b><u>STEP 3: Collect Data from Community Organization</u></b></p> <ul style="list-style-type: none"> <li>• Request space using the appropriate online form in <a href="#">Astra</a>. <ul style="list-style-type: none"> <li>○ You are the event contact, not the external organization.</li> <li>○ The event will be placed in a pending status for review.</li> </ul> </li> <li>• Complete the Event Management Coordination Form (EMC). <ul style="list-style-type: none"> <li>○ The EMC will be sent via email from <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>.</li> <li>○ The POC may need to contact the community organization for additional information needed to complete the Astra record and the Joint Sponsored Facility Use Agreement.</li> </ul> </li> </ul>
	<p><b><u>STEP 4: 30-Minute Meeting with Event Management</u></b></p> <ul style="list-style-type: none"> <li>• It is important that Event Management and the POC stay in contact with one another throughout the entire process.</li> <li>• Email <a href="mailto:pmahfood@uttyler.edu">pmahfood@uttyler.edu</a> to schedule a 30-minute meeting to review this Joint Sponsor Checklist for the On-Campus POC. This is especially important for first-time POCs.</li> </ul>

Status/Notes	Task List				
	<p><b><u>STEP 5: Actively Be Involved in Planning and Communication</u></b></p> <ul style="list-style-type: none"> <li>• <u>Answer Questions that May Arise</u> <ul style="list-style-type: none"> <li>○ The <a href="#">Event Procedure Manual</a> has answers to most questions that arise. However, if you are unable to find an answer, please email <a href="mailto:pmahfood@uttyler.edu">pmahfood@uttyler.edu</a>.</li> <li>○ At least three (3) weeks prior to the event, confirm final event and setup details with Event Management. This is necessary for a successful event. <ul style="list-style-type: none"> <li>▪ Use the <a href="#">Cancel/Change Form</a> to make any changes.</li> <li>▪ Last-minute changes may not be able to be accommodated.</li> </ul> </li> </ul> </li> <li>• <u>Collect Fee Information from Event Management</u> <ul style="list-style-type: none"> <li>○ Depending on the nature and details of the event, there will likely be fees associated with the Joint Sponsorship that the community organization will be responsible for paying.</li> <li>○ Event Management will provide an estimate to the POC for approval.</li> </ul> </li> </ul>				
	<p><b><u>STEP 6: Ensure Joint Sponsor Use Agreement is Signed in a Timely Manner</u></b></p> <ul style="list-style-type: none"> <li>• Event Management will upload the use agreement into DocuSign.</li> <li>• The POC will work with UT Tyler and the community organization signatories and answer any questions regarding the DocuSign process.</li> <li>• The Office of Legal Affairs requires 10 days at a minimum to process and execute use agreements.</li> </ul>				
	<p><b><u>STEP 7: Attend the Event</u></b></p> <ul style="list-style-type: none"> <li>• The POC or their delegate must be present at the event to troubleshoot, answer questions, etc.</li> <li>• If the event has 50+ attendees, the POC will assign a Certified Crowd Manager(s) to attend the event. Requirements and link to receive certification can be found in <a href="#">Section 6 of the Event Procedure Manual</a>.</li> </ul> <p><u>Requirements:</u></p> <table> <tr> <td>≤49 attendees = no CCM</td> <td>50 – 249 attendees = 1 CCM</td> </tr> <tr> <td>250 – 499 attendees = 2 CCM</td> <td>500 – 749 attendees = 3 CCM</td> </tr> </table> <p>Outdoor events are required to have five (5) CCMs when the attendance reaches 1,000. For every 250 attendees, whether indoors or outdoors, an additional CCM is needed.</p>	≤49 attendees = no CCM	50 – 249 attendees = 1 CCM	250 – 499 attendees = 2 CCM	500 – 749 attendees = 3 CCM
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	<p><b><u>STEP 8: If Required, Ensure Payment is Received in a timely Manner</u></b></p> <ul style="list-style-type: none"> <li>• Event Management will invoice the outside organization, with payment due prior to the first date of the event.</li> <li>• The POC is to ensure the invoice is paid in a timely manner.</li> </ul>				
	<p><b><u>Congratulations!</u></b> You have successfully navigated the joint sponsor process!</p>				