



REQUEST FOR EVENT SPONSORSHIP

Requests should take the form of a letter to the CU Anschutz Graduate School, Career Development Office, and/or Postdoctoral Office describing the planned event and how the event addresses the criteria below.

Please include the following at the top of the letter:

Date of request:

Amount of request:

Name(s) of organizer(s):

Position(s):

Department(s) or Program(s):

Organization(s) [grad student, postdoctoral, other]:

The nature of the event, including anticipated attendees, should be described in no more than one page. Please attach a separate budget page describing expected expenditures and levels of anticipated co-sponsorships from other sources. Appendices are appropriate that describe speakers or other important aspects of the event. **Appropriate requests include partial sponsorship of symposia, seminars, or other events that are specifically targeted at enriching the intellectual and cultural environment for graduate students and postdoctoral scholars on the Anschutz campus.**

Preference will be given to requests involving the following:

- Interdepartmental, Interschool, and Intercampus events on interdisciplinary subjects.
- Requests made by graduate student and/or postdoctoral organizations.
- Events where the Graduate School co-sponsors with other CU Anschutz units or outside entities.
- Events that raise regional or national awareness of CU Anschutz programs.

Please submit all requests to the Career Development Offices at Career.Development@cuanschutz.edu.