



The Institute for
Critical Indigenous Studies
University of British Columbia

CIS Event (Co-)Sponsorship Request

Please fill out this form with all requested information and email completed form to the CIS Administrator. This is to ensure that CIS Staff has all the necessary information to process events.

Requestor Name:

Date of Submission (mm/dd/yy):

Type of Request:

Sponsorship

Co-sponsorship

If co-sponsorship, please list units that are involved below:

Rationale for Sponsorship/Co-sponsorship:

How does this event support the mandate of CIS?

Event Title:

Location (if it is TBD, please indicate preference and capacity):

Date (mm/dd/yy):

Duration (start time-end time):

Targeted Audiences:

Event Description (to be advertised/circulated):

How will CIS staff/ funds be involved?

Booking a venue

Swag

Catering

Gift

Arrange airfare

Payment for Service (if checked, please ensure to fill our payment for service form)

Arrange accommodation

Reimbursements (if checked, please follow procedure for reimbursements)

Creation of poster

Digital signage

Print of poster

Photography

Circulation/Advertisement

Event set up/tear down

Videography

Staff on-site during the event

Other needs, please specify below:

Projected CIS Costs:

Funds Charged to:

Other Comments: