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**Campus Life**

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**Collaboration Agreement**

**To be completed at least one month prior to event**

**Before entering into this agreement, both or all parties agree that collaboration is a relationship between two or more organizations to achieve the same goal(s). It is a process that includes many people and requires strong communication and cooperation. Any organization designee that signs this agreement acknowledges the need to work together and to complete any responsibility or task that is discussed within this form.**

This collaboration contract is between the following organizations:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact information for event:** |  | Today’s Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Dept./organization: |       |
| Phone: |       | Title of Event: |       | Anticipated # of Attendees: |       |
| SAC#:  |        | Estimated Total Cost: |       | Location: |       |
| Date of event: |       | Time of event: |       [ ] am [ ] pm | until |       [ ] am [ ] pm |

Description/Purpose of event:

|  |
| --- |
|       |

**Type of Event (check all that apply):**

[ ]  Club/Organization meeting [ ]  Guest Speaker [ ]  Performer (singer, band, comedian, hypnotist, etc.)

[ ]  Event (Dance, Orientation, Relaxation Station, etc.) [ ]  Fundraiser

**Expected Audience (check all that apply): \*Attendance sheet must be submitted following event.**

[ ]  Students [ ]  Employees [ ]  Guests/Community Members

**Anticipated purchases (check all that apply): *\*Purchase of alcoholic beverages is never allowed.***

[ ]  Food – meals [ ]  Food - refreshments [ ]  Decorations [ ]  Supplies

All participating organizations are responsible for the following and should divide the work as mutually agreed upon. Write down the organization responsible for each task or if multiple organizations are responsible, what each group’s specific responsibilities will include.

Advertising/Marketing (Consult pg. 4 & 5 of this document for options):

* OIT Calendar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CU Calendar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* TND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* KTEC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Edge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* SH101: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Posters: \_\_\_\_\_\_\_\_\_\_\_\_\_
* OTB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Facebook: \_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programming/Contracting the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical needs (sound/lights etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Securing the venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decorations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room/location set-up requests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contacting Campus Safety (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Running or Attending the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up of the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ordering Food: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Break Down of the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next event planning meeting to be held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Continued on the next page)*

Additional Responsibilities/Notes/Expectations:

In signing the collaboration agreement, the organizations agree to follow this contract and assume full responsibility for tasks agreed to within this document.

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***After this document is completely filled out, please make a copy for each organization.***

For more information or assistance, please contact the Campus Life Office at

541-885-1827 or by e-mail at campuslife@oit.edu.

**Campus Advertising Outlets**

**OIT Calendar**

oit.edu 🡪 calendar 🡪 submit event

Add to both “student events/activities” and the “res hall” calendars. This should happen AS SOON as we know we are having an event.

**CU Calendar** (dry erase upstairs by marketplace)

Take details (who, what, where, when) about event to info desk. Should happen as soon as we know we are having an event.

**Tech News Daily**

Send an email to tndaily@oit.edu and specify how long you would like it posted. Two weeks prior to the event would be appropriate for most of our events.

**KTEC**

Fill out the form at this link or found on KTEC page of the Oregon Tech website.

<https://docs.google.com/spreadsheet/viewform?formkey=dEx4cTZBN0xLQ0l1SnZ6ZHE5ZTlQQmc6MQ#gid=0>

**The Edge**

Send an email to edge@oit.edu Weekly deadline is Wednesdays at 5pm so be sure to send it before then.

**Student Health 101**

Send an email with details to james.pittman@oit.edu This is an e-magazine that comes out once a month and the submission deadline is the 10th of each month so be sure to send it in prior to that. You can send plain text, or a copy of the flier you make for the event.

**Posters, banners, flyers, table tents, etc.**

Posters should go out about two weeks before an event; not too early so they get overlooked but not so late that there’s not enough traffic passing them. Numbers for printing are listed below:

* 25 posters to the info desk
* 26 posters to res hall

**OTB**

Events can be advertised on OTB Channel 5 in the Residence Hall. OTB also has tech talks TV show from time to time. Contact OTB for further information (885-0682).

**Off Campus**

For off campus advertising such as press releases, radio and TV spots, contact public affairs

**ALL** advertising pieces **should** include the following:

* Contact info
* Group logo or some identifier of who is sponsoring the event
	+ Co-sponsors where applicable
* Facebook links
* Can create a QR code if you’d like and link to either OIT site or facebook
* Date, time, location, cost (if applicable)

**Campus Activities Controlled Advertising Outlets**

The following are outlets the CA Advertising Coordinators are responsible for. CA is willing to help advertise for student events on a case by case basis. To post things on any of the following, email campusactivities@oit.edu *Note the deadlines for each.*

**Electronic Sign Board (by IC booth)**

This gets updated at least weekly but sometimes daily if an event happens mid-week and needs to be removed. Primary use is for Campus Activities/Campus Life events but others can submit events. No more than five messages scrolling at once. Place request at least 5 days prior to the event.

**Dry erase board on art wall**

It is a weekly calendar of what is happening on campus. Primary focus is CA events but CA will use OIT master calendar to put any other student events on as well (club events, sporting events etc.)

**TV on art wall**

This should be running at all times the CU is open. Design a Power Point slide show with one slide for each event. Save the PP as .jpeg onto the CA USB drive (in Chris’ office) and run it on the TV. Due to limited time on screen, CA will review non-CA events on a case by case basis.

**Facebook page**

CA has a facebook page and is willing to “share” non-CA sponsored student events on a case by case basis.

**TP press**

The TP Press is posted monthly in every restroom on campus. CA uses the OIT master calendar as well as info submitted by clubs/organizations on campus for the content of this calendar. Send an email request one week prior to the 1st of the month.