



**ASUNM Southwest Film Center (SWFC)
Co-Sponsorship Form 2018-2019**

- 1) ASUNM SWFC co-sponsorship funds are allocated specifically for film co-sponsorships with chartered student organizations.
- 2) Due to the complexity of purchasing film licenses and running the weekly films, ASUNM SWFC requires co-sponsorship requests to be turned in at least three weeks prior to requested event date.
- 3) A face-to-face meeting is required with the Executive Director or Assistant Director. Co-sponsorship forms will be reviewed every Monday. If accepted, an email confirmation will be sent out after reviewing the request, **if there is no response from the requesting organization within 72-hours we will move onto our next co-sponsorship request.**
- 4) All materials used to promote the event must list ASUNM SWFC as a co-sponsor and must include our logo, approval is to be made by SWFC Staff.
- 5) No donations/fundraising/selling of merchandise is allowed at the event. Any event proposed will be free to all students.
- 6) Film licensing varies in costs and may affect the decision to accept the co-sponsorship request. Co-sponsorships are subject to our budget availability.
- 7) All film/events must not violate UNM policy. ASUNM reserves the right to decline any co-sponsorship.

GENERAL INFORMATION

Student Organization Name: _____

Contact: _____

Phone: _____

UNM Email: _____

FILM/EVENT INFORMATION

Event Name: _____

Film: _____

Specifics Requests, (tables, chairs, mics): _____

Ideal Date: _____

General Overview: _____

As a representative of your organization, by signing below, you acknowledge that you have read, understand and agree to the terms of the ASUNM Southwest Film Center Co-sponsorship policy. Questions, comments, concerns can be emailed to us at swfc@unm.edu or you can call at (505) 277-5608

Student Organization

Student Organization Representative

Date