



Dear Colleague:

Your department or division has been suggested as possible campus sponsor for a non-campus organization that is interested in using facilities at Southern Methodist University.

Acting as a sponsor indicates that you are familiar with the organization and what they are planning to do on campus. Your department should feel it is beneficial to have SMU's name connected with the conference/camp and confirm it is not in competition with anything SMU offers or plans to offer. Sponsorship does not involve any monetary obligation on the department's part nor does it have to involve any of your time.

If you are approached about sponsorship by a group, you are encouraged to review any printed information they might have and discuss their event with them before agreeing to be the sponsor. If indeed sponsorship is granted, it does not guarantee that the event can be booked.

Should you have any further questions, please contact the Conference & Event Services at 214-768-2617.

NAME OF GROUP SEEKING SPONSORSHIP:

GROUP CONTACT:

PHONE:

NAME OF DEPARTMENT/DIVISION AGREEING TO SPONSOR:

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CAMPUS CONTACT: \_\_\_\_\_

SIGNATURE OF ON-CAMPUS CONTACT: \_\_\_\_\_

DATE: \_\_\_\_\_

CAMPUS TELEPHONE: \_\_\_\_\_

Please return to:  
**Southern Methodist University**  
**Conference Services**  
PO Box 750220  
Dallas, TX 75275  
(214) 768-2617  
[ocs@smu.edu](mailto:ocs@smu.edu)