DEFINITION: A co-sponsored event should have a relationship to the college through its programs, its students, or its community involvement and be complementary to the overall mission of the college.

PROJECT: _____________________________________________________________

TIMEFRAME /DEADLINE: ______________________________________________

SERVICES NEEDED: ___________________________________________________

DESCRIPTION: ________________________________________________________  
_______________________________________________________________________

EXTERNAL CONTACT PERSON: ________________________/PH. #: ___________

INTERNAL CONTACT PERSON: _______________________/PH. #: ___________

• I understand that the waiver of fees for the use of Hudson Valley Community College resources is the responsibility of the Vice President for Administration and Finance. I have not made any such commitments to the requestor.
• I would like the Vice President for Administration and Finance to consider the following:
  Waive the Graphics charges for layout and design: YES ______ NO ______
  Waive the Print Shop charges for printing and bindery: YES ______ NO ______

1. Faculty/Staff Signature: __________________________ Date: _______________

2. Vice President Signature: __________________________ Date: _______________

(1). Estimate of services from Hudson Valley Community College:  
  Graphics $_________________  
  Print Shop $_________________  
  Grand Total $_________________

(2). Director of Graphic Design and Printing Services Recommendation  
  Graphics charges waived? YES ______ NO ______
  Print Shop charges waived? YES ______ NO ______

(3). _________________________________ Date: _________________________  
    Director of Graphic Design and Printing Services

(4). _________________________________ Date: _________________________  
    Vice President for Enrollment Management and Student Development

(5). _________________________________ Date: _________________________  
    Vice President for Administration and Finance