



GRAPHICS AND PRINT SHOP CO-SPONSORSHIP REQUEST

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	\$ _____
<i>(See attached for detailed estimate from Graphics and Print Shop)</i>	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