



# Student Union Programming Board Collaboration Documentation

## Part I: Collaboration Preparation

(Complete while planning the event)

### Collaborating Organizations

Name of Organization A:

Name of Organization B:

(Add more organizations if necessary)

### Event Details

Name of Event:

Short Description of Event:

Date of Event:

Location of Event:

### Event Responsibility Agreements

Use this space to divide and delegate which organization will take responsibility for each step in the event planning process. Include as much detail as possible. **\*SUPB requires approval of any publicity prepared by the co-sponsoring organization(s) before distribution.**

#### Organization A responsibilities:

1.

2.

3.

#### Organization B responsibilities:

1.

2.

3.

(Add more orgs or responsibilities if necessary)

#### Signatures:

Electronic signatures will not be accepted.

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President of Org A

Date

President of Org B

Date

**Part II: Collaboration Reflection**

(Complete after event has occurred)

**Collaboration Successes**

Would you declare your event a success? Why?

What were the benefits of having collaborated?

**Collaboration Challenges**

What were the challenges of this collaboration?

What would you have done differently to overcome these challenges?

**Cost Sharing**

What was the total cost of event? How it was shared among organizations?

**Additional Comments, Concerns, Ideas**

**Signatures:**

Electronic signatures will not be accepted.

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\_\_\_\_\_  
President of Org A

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of Org B

\_\_\_\_\_  
Date

**When this form is complete, please include a copy in the appropriate SUPB event folder in the office of student engagement.**