

**Cosponsoring Events with the Career Development Office
Checklist for Student Organizations**

Student Organization: _____ **Student Contact Name:** _____

Title of Program: _____

Date: _____

Start/End Time: _____

Speaker(s): _____

Speaker(s) Phone/Email: _____

Description of program to be used in advertising:

List of all co-sponsoring organizations: _____

Estimated Attendance: _____

AV Services (if required, CDO will place request with IT)

- Please list any AV services that will be required for this program (i.e. video recording [Lecture Capture], PowerPoint, Microphones, etc): _____
- May CDO reach out to the program speaker(s) about recording the program and putting the recording on CDO's password-protected website (yes or no)? _____

Please indicate whether CDO or your organization will be handling the following aspects of the program preparation:

- Room Reservations: CDO Your Org:
- Posting Program on Master Calendar: CDO Your Org:
- Posting Program on Yale Connect: CDO Your Org:

Food (see CDO Financial Support Policy below)

- Will your program include food service (yes or no)? _____
- If yes, please indicate if you wish for CDO to place the food order, or whether you will place the food order:
CDO Your Org:
 - o If you wish for CDO to place the order, please indicate your order preferences:

FYI - If you wish for CDO to place the order, we will collect RSVPs.

Please see second page for Travel and CDO Financial Support Policy

Travel and Lodging (see CDO Financial Support Policy below)

- Is the speaker requesting coverage of their travel and/or lodging to attend the program (yes or no)? _____
- If yes, please answer the following:
 - o Please describe the travel/lodging needs of the speaker (i.e. round-trip Amtrak, 1-night hotel stay, etc.):

 - o Would you like CDO to assist in booking speaker travel/lodging (yes or no)? _____
 - o Estimated travel/lodging costs: _____

Mentor in Residence Sessions

- Is the speaker interested in doing one-on-one sessions (typically 20 minutes each) with students before or after the program (yes or no)? _____
- If yes, what time is the speaker available to do the sessions? _____

CDO will reserve an LSO interview room for the sessions and allow students to sign up for a timeslot on CMS.

CDO POLICIES REGARDING FINANCIAL SUPPORT

- For programs with private sector speakers, CDO’s expectation is that the speaker’s employer will sponsor the program and cover the program costs including travel, lodging and food. On a case-by-case basis, and with prior approval, CDO may contribute financially to programs with private sector speakers.
- For programs with public sector speakers, CDO will reimburse up to \$1,000 of the reasonable travel, lodging and food costs. On a case-by-case basis, and with prior approval, CDO may contribute additional funds.

Please return completed form back to Haley Kirkland:

Haley.kirkland@yale.edu

Career Development Office, Ruttenberg 183

(203) 432-7255