



Shared Services Proposal Template

Certain events require approval from the NC State and Ohio State Mansfield Shared Services Committee. In general, these events meet all the following criteria:

- Held outdoors (and/or have indoor backup as a rain location)
- Open to both Ohio State Mansfield and NC State students
- Open to members of the community
- Community partnerships with non-OSU or non-NC State entities
- Could pose potential liability or safety risks to participants or attendees (ex., walking in roadways)

Proposals to the Shared Services Committee need to be completed in writing and include the following descriptive information:

- Name of all sponsoring entity/entities (academic unit, department, student organization, community agency, etc.)
- Contact information for the campus representative and person in charge of event (must be on site day of the event from beginning to end of event set up and clean up)
- Name of the event
- Date and time of the event
- Planned location for event (include all spaces on campus being utilized or desired)
- Description of the event
 - Description of the event includes planned routes for awareness walk/5k events (we provide 3 routes for these events), intended food distribution, anticipated equipment and set-up needs, approximate budget, etc.
- Steps taken to plan event to date:
 - These include space reservation holds, checking campus calendars for other events taking place (including Police Academy trainings on weekends), consultation with campus security based on needs of roadways and access to buildings, etc.).
- Are there any special space needs (restrooms, etc.) in addition to the walking route?

The Shared Services Committee meets approximately once per month, so proposals need to be completed well in advance. Proposals should be submitted to Andy Sokolich (sokolich.1@osu.edu) no later than the first day of the month prior to the event's date. For example, a proposal for an event on November 18 would be submitted by October 1.

Your point of contact will notify you of the outcome of your proposal. If approved, the following departments will be copied on the notification email: Campus Police, Campus Security, Office of Student Engagement, Ohio State Mansfield Dean & Director's Office, NC State President's Office, Campus Scheduling Offices, and any other campus entity involved.

Any changes to your original proposal must be provided to the above offices notified of the event, no later than 48 hours in advance of the event.