COCA-COLA PRODUCT REQUEST

Information Sheet
PLEASE READ ALL DIRECTIONS CAREFULLY

Coca-Cola has graciously supplied product and funding for events benefitting the general student population. Please keep this in mind when applying for funding or product.

COCA-COLA SPONSORSHIP PRIORITIES:
• Free events open to all students on campus.
• Events open to all students on campus with a small admission fee.
• The Coca-Cola Advisory Committee does not typically fund or provide product for off campus events. (i.e. - events in the Oklahoma City area, out-of-town conferences, etc.)

REQUIREMENTS AND GUIDELINES TO APPLY:
• You must be a registered student organization in good standing with the University.
• If Coca-Cola has previously funded this event, you must provide photos or print materials of Coca-Cola recognition from that event when you turn in this application.
• Your event must be held on OU's Norman Campus.
• You may NOT request product for general meetings.
• If your organization receives product, you are NOT allowed to resell any of the Coca-Cola product received from this funding.
• If you are awarded sponsorship, Coca-Cola requires you to submit a digital photo or some other form of documentation showing your recognition of Coca-Cola’s participation in the event. Please submit documentation via e-mail to Carmen Bao at cbao@ou.edu or in person no later than 5 business days following your event. If you do not submit some form of documentation, you will not be considered for product or funding for the rest of the current semester.
• Please make every effort to recycle used cans and bottles.
• If directions are not followed correctly, applications will not be considered.

HOW TO APPLY:

REQUEST FOR 10 CASES OF PRODUCT OR LESS:
1. Complete the Product Application only. Please allow a minimum of 6 working days to process the request. Applications turned in with less than 6 days notice will not be considered.
2. Submit the completed application to Becky Sternberg, Oklahoma Memorial Union, Suite 370.
3. If approved, applicants will receive notification by email. Applicants should print the email and follow the instructions for picking up product included in that email.

REQUEST FOR MORE THAN 10 CASES OF PRODUCT:
1. Please complete BOTH the Product Application and the Questions found on the Funding Application. You will be required to attend a 10-minute interview with the Coca-Cola Advisory Committee on the appropriate date listed on the Funding Information Sheet.
2. Submit 8 copies of the Product Application and your answers to Becky Sternberg, Oklahoma Memorial Union, Suite 370.
3. Applicants should keep a copy of the application for their records. If approved, applicants will receive notification by email. Applicants should print the email and follow the instructions for picking up product included in that email.

Please keep this cover sheet with you.
Late applications will not be considered.
Organization’s Name: _____________________________________

Event: ____________________________________ (Drinks are NOT provided for general meetings)

Description of Event: ____________________________________

Event Date: __________________________ Location: __________________________

Contact Person: __________________________ Phone: __________________________

Email Address: ______________________________________

Is this the 1st Event of this kind? (Circle One) Yes No

Projected OU Student Attendance: _____ Projected Total Attendance Student/Faculty: _____

Applicant’s Name __________________________ Advisor’s Name __________________________

Applicant’s Signature __________________________ Advisor’s Signature __________________________

***YOU MUST READ THE ATTACHED INFO SHEET BEFORE APPLYING FOR COCA-COLA PRODUCT!!***

I have read and understand all of the requirements outlined on the previous page: _______ (initials of applicant)

DATE OF PICK UP: __________________________

Please note: Couch Cafeteria’s Loading Dock hours are Mon.-Thurs. 8 a.m.-5 p.m. and Fri. 8 a.m. - Noon.

Total number of cases requested for your program: _______ cases.

Please place the total case number requested of each product in appropriate space (24 cans/case)

______ Coke _______ Cherry Coke Zero _______ Minute Maid
______ Coke Zero _______ Diet Coke Lemonade
______ Sprite _______ Fanta Orange _______ Dr. Pepper
______ Sprite Zero _______ Fanta Strawberry _______ Dasani Water (0.5L)
______ Cherry Coke _______ Barqs Rootbeer

If you have any questions regarding this process, please e-mail Becky Sternberg at rsternberg@ou.edu

The University of Oklahoma is an equal opportunity institution. For accommodations on the basis of disability, please call (405) 325-3163.
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- Please make every effort to recycle used cans and bottles.
- If directions are not followed correctly, applications will not be considered.

**HOW TO APPLY:**

**REQUEST FOR ONLY FUNDING:**
Please complete the funding application only. Applicants requesting funding are required to attend a 10-minute interview with the Coca-Cola Advisory Committee on the appropriate date listed below. Continue to #2 below.

**REQUEST FOR BOTH FUNDING AND PRODUCT:**
1. Please complete BOTH the Product and Funding Applications. Applicants are required to attend a 10-minute interview with the Coca-Cola Advisory Committee on the appropriate date listed below.
2. Submit 8 copies of the application packet to Carmen Bao, Oklahoma Memorial Union, Suite 370. Please keep this cover sheet for your records.
3. Applicants will be e-mailed the exact time of their interview on the Monday before the interviews. Interview times will be scheduled between 1:00 - 4:00 p.m. If applicants are unable to attend the assigned interview time, they are required to appoint a proxy to attend the interview on their behalf.
4. Applicants will be notified via e-mail of their allocation amount.
   - If applicants are awarded funding, please allow 2 to 3 weeks for the checks to be processed. Applicants will be required to pick up their check no later than 2 weeks after the event. If you fail to pick up your check by this time, you will forfeit your sponsorship.
   - If approved for product, applicants should take only their e-mail of approval to the Couch Loading Dock for product pick-up.

**INTERVIEW DATES:**
- February 6, 2015 (deadline for application is January 28)
- March 6, 2015 (deadline for application is February 25)
- April 3, 2015 (deadline for application is March 25)
Coca-Cola/OU Student Life Funding Application 2014 - 2015

Organization’s Name: ____________________________________________

Event Title: ______________________________________________________

Event Date: ___________________________ Event Location: _______________________

Contact Person: ___________________________ Phone Number: _______________________

Email Address: __________________________________________________________

Total Sponsorship Requested (Up to $1,500) ____________________

Amount of Funds Organization has for this Event: _________________

Projected OU Student Attendance: _______________  Projected Total Attendance: _______________

Applicant’s Name

__________________________________________  Advisor’s Name

__________________________________________  ______________________________________

Applicant’s Signature  Advisor’s Signature

**YOU MUST READ THE ATTACHED INFO SHEET AND FOLLOW ALL DIRECTIONS**

I have read and understand all of the requirements outlined on the previous page: _______ (initials of applicant)

Please answer the following questions in your proposal.

1. Mission of your organization?
2. Brief description of project/event:
3. What major need(s) does this project address (educational, cultural, social, etc.)?
4. Attach a copy of your event budget.
5. What other sources of sponsorship are you soliciting and how much have you received? Please list all sponsors and their sponsorship amounts.
6. What other sources of income are you expecting for this program and do you anticipate generating revenue from this program?
7. How do you plan to promote Coca-Cola in your program?
8. If your request is granted, do you feel comfortable with your organization’s name being released to the public?
9. Please include images or photos of how Coca-Cola will be recognized at your event (i.e. – Posters, brochures, t-shirts, etc.)
10. If Coca-Cola has previously funded this event, you must provide photos or print materials of Coca-Cola recognition from that event when you turn in this application.

*****Return 8 (eight) copies of the completed application to Becky Sternberg, Student Life, OMU 370, on the appropriate date.*****

*****If you have any questions regarding this process please e-mail Becky Sternberg at rsternberg@ou.edu*****

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