

**NSU COMMUNITYFEST 2024  
DEPARTMENT, COLLEGE, & OFFICE AGREEMENT**

This is an agreement between the below stated Department, College, or Office and Nova Southeastern University's Office of Campus Life & Student Engagement. This is to state that \_\_\_\_\_ (list Department, College, or Office name as you wish it to appear in program and other materials) will be participating with \_\_\_\_\_ (activity) booth containing **information, materials, and/or giveaways in our 20<sup>th</sup> Annual CommunityFest on Saturday, February 10<sup>th</sup>, 2024, from 12:00 p.m. to 4:00 p.m.** The above stated Department, College, or Office agrees to be done setting up 30 minutes prior to the start time of the event and to break down their booth at, and no earlier than, 4:00 p.m. when the event ends. Check-in and booth set-up will begin at 9:00 am. If the booth option is chosen, you must have 2 staff/team members always at your booth from 11:30 a.m. to 4:00 p.m. on Saturday, February 10<sup>th</sup>, 2024. **This form must be turned into the Office of Campus Life & Student Engagement, located in the Don Taft University Center, no later than January 17, 2024, at 5:00 p.m. or emailed to [mf2355@nova.edu](mailto:mf2355@nova.edu).**

The Department, College, or Office named above agrees to provide a booth which will contain:

\_\_\_\_\_  
*(Description of activity and information, materials, and giveaways)*

The above-mentioned Department, College, or Office understands that if they choose to host a booth, the activity and information, materials, and/or giveaways are subject to review and approval by the members of NSU's CommunityFest Committee. Booth spaces may be shared by another organization or department. **Face coverings at the event are optional and standard sanitization protocols (washing hands, hand sanitizer, etc.) are highly encouraged.**

Department, College, or Office: \_\_\_\_\_  
Representative (Day of Event Contact. \_\_\_\_\_  
Please include name and phone number): \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Building Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The Department, College, or Office will be responsible for organizing and decorating their booth, taking down the booth, and cleaning the booth and its surrounding area. They will also be responsible for all other supplies needed for decorating their booth. This will not be provided. The Office of Campus Life & Student Engagement will provide one (1) 6ft table and two (2) chairs. If needed, electricity can be provided.

Will electricity be needed? \_\_\_ No \_\_\_ Yes

(If yes, please list the equipment that needs electricity and voltage: \_\_\_\_\_)

(REQUIRED IN ORDER TO FULFILL REQUEST. IF NOT LISTED, WE DO NOT GUARANTEE YOU WILL RECEIVE ELECTRICITY)

THERE IS NO COST TO THE DEPARTMENT, COLLEGE, OR OFFICE PARTICIPATING IN THE EVENT. THEREFORE, CHARGING, FUNDRAISING, OR TAKING DONATIONS DURING THE EVENT IS STRICTLY PROHIBITED.

**Cancellation**

**Should you no longer be able to participate, please take note of the following dates:**

Cancel booth by January 21<sup>st</sup>: No fee

Cancel booth between January 22<sup>nd</sup> – January 28<sup>th</sup>: \$50 Cancellation fee

Cancel booth between January 29<sup>th</sup> – February 4<sup>th</sup>: \$75 Cancellation fee

Cancel booth between February 5<sup>th</sup> – February 10<sup>th</sup>: \$250 Cancellation fee

**By signing this form, I, \_\_\_\_\_ verify that that every member working the booth will be 18 years or older by February 10, 2024, and shall adhere to all requirements outlined in this agreement:**

**Signature:** \_\_\_\_\_

**Please sign and return. Retain a copy for your records.**

Mail:  
Office of Campus Life & Student Engagement  
Don Taft University, Davie Campus  
3300 S University Dr, Fort Lauderdale, FL 33328

Email:  
[mf2355@nova.edu](mailto:mf2355@nova.edu)  
Phone: 954-262-7173

**All agreements and forms are due no later than January 17, 2024, by 5:00 pm**

**NSU COMMUNITYFEST 2024**  
**DEPARTMENT, COLLEGE, & OFFICE SPONSORSHIP COMMITMENT FORM**

**SPONSORSHIP LEVELS**

- ❖ **Mako Sponsor** **\$2,000 and above**
  - Recognition in CommunityFest Program
  - Recognition on CommunityFest Website
  - Recognition at CommunityFest Event
  - Tabling opportunity during the Fall 2024 semester in the Don Taft University Center (date and/or event subject to availability)
  - Department, College, or Office banner (3ft x 5ft) hung in the Don Taft University Center one week before Community Fest and one week after CommunityFest. Banner must be provided by Department, College, or Office.
  - Social Media post prior to event stating your Department, College or Office will be at CommunityFest.
  - Opportunity to include information/advertisement, or marketing materials in CommunityFest bag.
  - VIP parking space for this event only.
  
- ❖ **Silver Sponsor** **\$1,000**
  - Recognition in CommunityFest Program
  - Recognition on CommunityFest Website
  - Recognition at CommunityFest Event
  - Tabling opportunity during the Fall 2024 semester in the Don Taft University Center (date and/or event subject to availability)
  - Department, College, or Office banner (3ft x 5ft) hung in the Don Taft University Center one week before CommunityFest and one week after CommunityFest. Banner must be provided by Department, College, or Office.
  
- ❖ **Blue Sponsor** **\$500**
  - Recognition in CommunityFest Program
  - Recognition on CommunityFest Website
  - Recognition at CommunityFest Event
  - Tabling opportunity during the Fall 2024 semester in the Don Taft University Center (date and/or event subject to availability)

**SPONSORSHIP METHODS: (check all that apply)**

1. Direct Financial Contribution

*The Department, College, or Office can donate money to the event and the committee will determine where to apply your contribution.*

Please provide the account number (xxxxxx-xxxx) on the line below that the donation will be coming out of in addition to a copy of the Journal Entry. (Please note that your donation will go to account number 996076- 0857)

**Account Number:** \_\_\_\_\_ - \_\_\_\_\_

**Amount to be Donated:** \_\_\_\_\_

**Copy of Journal Entry attached:** \_\_\_\_\_ **YES**

2. Host an Activity Booth

*Coordinate a booth with prepackaged information / or giveaways pertaining to your Department, College, or Office. If you would like a booth the day of the event, please check the box to the right.*

\_\_\_\_\_  
Department/College/Office Representative Name

\_\_\_\_\_  
Department/College/Office Representative Signature

**This form must be turned into The Office of Campus Life and Student Engagement in the Don Taft University Center or emailed to [mf2355@nova.edu](mailto:mf2355@nova.edu), no later than **January 17, 2024, at 5:00 p.m.****

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**Please sign and return. Retain a copy for your records.**

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