



## Program Council Resources

Director: Erin Mulholland

Advisor: Abigail Brassfield

### Co-sponsorships

- Can be any university organization
- Must fill out form online
  - <https://www.western.edu/program-council/pc-co-sponsorship-request-form>
- Once form is filled out you will receive an email from a PC member to set a date to attend a PC meeting and discuss the Co-sponsorship
- \$300 maximum request
- If approved must put Program Council logo on Marketing items
- Work with Program Council Advisor for funding

### Equipment rentals

- Equipment rentals can be filled out online
  - <https://www.western.edu/program-council-equipment-rental>
  - Request must be sent it **THREE WEEKS** prior to event
  - Once received a PC member will contact you to set up a meeting to discuss details
- Program council will set up and tear down equipment
  - If they are needed to stay for the entirety of the event please make sure to make arrangements with them during the planning meeting.
- Equipment offered
  - Projector
  - Blow up movie screen
  - PA system
  - DJ system
  - Band set up
  - Lights
  - Extension cords
  - Microphones
  - Microphone stands
  - Various special cords