

Requirements of a Sponsor

- 1.** Off-campus groups must have a UNMC or Nebraska Medical Center employee or department who serves as primary contact and sponsor.
- 2.** The sponsor must submit a request by sending an email to roomscheduling@unmc.edu with the information from the group or individual he/she is sponsoring. This should include the date, time, requested location, event name, a contact person for the event, their phone number and/or email address.
- 3.** The sponsor is responsible for answering questions, contacting ITS Service, Catering, etc. for the person/group he/she is sponsoring.