



## Event Support Request

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Thank you for your interest in receiving event support from COSE. COSE understands and values the work of other organizations within the community and encourages members to take advantage of educational seminars, training programs and conferences beyond what COSE offers. However, limited space is available to promote these events so we must be sure to promote only those programs that offer maximum value and a direct benefit to our small business members. Therefore, we have created the following criteria for consideration of COSE event marketing to members.

- **Your organization must complete the Event Support Request**
- **The program that is being produced must complement or be closely related to COSE's mission**
- **Request must be received a minimum of 8 weeks prior to the date of the program**
- **The program must be educational**
- **COSE members must receive a discount (if applicable)**

If your organization and program meet the requirements, COSE invites you to submit your completed Event Support Request to:

**Angela Finding**  
**Manager, Education & Program Development**  
**Council of Smaller Enterprises**  
**1240 Huron Road, Suite 200**  
**Cleveland, OH 44115**  
[afinding@cose.org](mailto:afinding@cose.org)  
**Phone: (216) 592-2385**  
**Fax: (216) 621-4617**

Once your completed application has been received, we will notify you within two weeks of your eligibility status. If your program has been determined to receive support, COSE will provide the minimum of the following:

**Marketing of your program in the COSE E-News or COSE Event Alert (one time only)**

If you have any additional questions please contact Angela Finding at (216) 592-2385. Thank you again for your interest in partnering with COSE.

**Please note:**

**Meeting the requirements and submission of application is not a guarantee of support. COSE reserves the right to determine what type of support will be offered. Additional information may be requested to assist in the COSE decision making process.**



## Event Support Request

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### Company Information

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Company Name

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Address

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City

State

Zip

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Telephone

Fax

Email

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Website address

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### Company Contact Information

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Signature

Date

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Print Name

Title

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Phone

Fax

Email

Organization Description:

Organization's major products or services:

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## Program Information

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Name of the Program

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Date of Program

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Cost for Participants

Cost for COSE Member

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Please answer the following questions with as much details as possible. (Attach any fliers, brochures, and/or marketing pieces to the application)

1. What type of support are you looking for? (*Please be very specific in your needs, i.e. monetary contribution, marketing*)
2. What are the objectives of your program?
3. How does your program complement and/or relate to COSE's mission?
4. What is the target audience for your program?
5. Will you be willing to share with COSE the number of COSE members that register and participate in your program? If not an exact number, will you be willing to share your participant list?
6. What is the benefit COSE members will receive?
7. What kinds of exposure opportunities are available for COSE?

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For Office Use Only

Date  
Received: \_\_\_\_\_

Partnership  
Authorized By:  
\_\_\_\_\_