TOWARD A FAIR MICHIGAN

COSPONSOR GUIDELINES

Typically, the responsibilities and costs associated with the planning and delivering of a Toward A Fair Michigan Debate or other event are handled as follows:

1. TAFM and cosponsor agree on location (city), date and time.
2. TAFM and cosponsor agree on the title and format of the debate/event (number and order of speakers, format for audience participation – See Debate Format Guidelines).
3. Cosponsor locates, secures, and pays cost (if any) for the event site (including room rental fees/agreements – if any, ensuring parking accommodations, equipment needs including microphones & amplification and AV equipment as needed, provision of security as needed). Cosponsor will review event site options with TAFM before finalizing.
4. TAFM secures speakers and pays speakers' honoraria and travel costs.
5. TAFM and cosponsor agree on moderator (see Moderator Guidelines).
6. TAFM and cosponsor jointly prepare and implement a publicity plan, including specific agreements on cost-sharing. Cosponsors are asked to provide or assist in developing local media contact lists and to take responsibility for onsite publicity efforts such as the placement of event posters or fliers in strategic locations. Cosponsors are also asked to mail an event flier to membership lists or other potential mailing lists to help publicize the debate.
7. Cosponsor agrees to allow TAFM to videorecord the event and to copyright and distribute the video, as applicable.
8. Cosponsor agrees to use of the TAFM program evaluation form to obtain audience feedback about the debate/event.
9. Cosponsor agrees to arrange for local volunteers (or staff) to assist with logistics at the debate/event, such as distribution and collection of evaluation forms, question cards, and other specific needs.
10. Cosponsor provides someone to serve as timekeeper at the debate/event.
11. Cosponsor and TAFM agree on mutual plan for introductions at the debate/event – specifically, TAFM requires the opportunity during introductions to speak briefly about TAFM as an organization and to request completion of evaluation forms.
12. Cosponsor agrees that TAFM can distribute literature about the organization at the debate/event. Cosponsor may also distribute literature.