

**Proposal: Definition of ECA-Sponsored Event**

Eastgate residents should have the opportunity to apply for and receive Eastgate Community Association (ECA) sponsorship for events open to the entire Eastgate community.

**Definitions:**

ECA Sponsorship – Official endorsement of an event or activity by the ECA or one of its officers. This may be in the form of monetary support, use of Eastgate facilities, equipment, or official ECA advertising space. It should be noted that ECA sponsorship is determined based on the application process and ECA monetary support, use of Eastgate facilities and/or ECA-owned equipment does not imply ECA sponsorship.

**§ 1. Application Process**

Residents seeking ECA sponsorship must adhere to the following application guidelines:

1.) Complete and submit online event sponsorship application one month prior to the planned event. Please note that a final decision will be communicated to the applicant no more than two weeks following the application submission date.

**§ 2. Event Organizer Requirements**

Event organizers receiving ECA sponsorship must complete the following requirements:

- 1.) The event organizer or their representative must attend the Town Hall meeting prior to their event to publicize the event. In the event that no regularly scheduled town hall meeting will be held prior to the event, organizers must attend the first town hall meeting following the event to report on the event. Since organizers must apply for sponsorship one month prior to holding their event, there will be a town hall meeting prior to their event unless a change in ECA scheduling occurs.
- 2.) Provide the ECA Publicity Chairs, [eastgate-publicity@mit.edu](mailto:eastgate-publicity@mit.edu), with a poster (in .pdf format) and email description of the event at least one week prior to the event. Both the poster and email must contain the text: "This Event Sponsored by ECA." All ECA sponsored events will be advertised in accordance with the most recent revision of the ECA advertising guidelines.
- 3.) Complete post-event summary form which will include but not be limited to the following information: contact information, event description, number of residents in attendance, and number of non-residents in attendance. A summary form will only be required for repeat events, but may be required for non-repeat events at the request of an ECA committee member. A repeat event is defined as an event organized by the same non-ECA officer held more than once per month on a weeknight after 5:00 PM or any time on the weekends.

Failure to comply with any of the requirements outlined in this document will result in denial of future sponsorship applications and/or fines as determined by ECA.