

Requesting Sponsorship from the Divinity School and Martin Marty Center:  
a Conference Organizer's Guide

The Divinity School and the Martin E. Marty Center cosponsor numerous events throughout the year. To request sponsorship, please contact William Schweiker, Director of the Martin E. Marty Center and Edward L. Ryerson Distinguished Service Professor of Theological Ethics.

Please note:

- Planner and/or participants must have a University of Chicago affiliation and a student assistant for conference planning.
- The conference/event planner or researcher must submit the following materials:
  - Event name and description
  - Participants as known
  - University of Chicago affiliation
  - Date, time, place of event
  - Name and email of student assistant
  - Brief budget
- The Martin Marty Center and the Divinity School must be acknowledged in all relevant materials. Event planner must also contact the Director of Communications in the Divinity School about the event in order for our offices to record and publicize.
- All funding requests must be received no later than June 1<sup>st</sup> prior to the academic year of the conference. After that date, funding requests will still be processed, but funds availability cannot be guaranteed.

The Martin Marty Center of the Divinity School will notify all requests for sponsorship.