



## Howdy Week Event Planners Guide

This guide is meant to be a resource to you as you plan your event. The majority of this information was taken from the Student Activities website. You can find additional information on event planning including **[proactive risk management, insurance, and crisis management here](#)**. Additionally, information regarding **[waivers, contracts, and travel can be found here](#)**.

### Space Reservation

Securing space for your event is essential. It is recommended that you reserve space as early as possible. There are several individuals and offices that coordinate the reservation of space(s) on campus.

- University Center and Special Events coordinates all space in Rudder Tower, the Memorial Student Center and most outdoor spaces including Rudder Plaza, Sbisa Plaza and Sul Ross Plaza **<http://ucenter.tamu.edu/>**
- Corps of Cadets (**[corps@tamu.edu](mailto:corps@tamu.edu)**) oversees Simpson Drill Field
- For space in academic buildings, requests should be submitted to **[scheduling@tamu.edu](mailto:scheduling@tamu.edu)** and include building, room number, meeting day(s)/time(s), and desired capacity. Requests must be submitted by a full time TAMU faculty or staff member, or reference the responsible faculty or staff member sponsoring the event.
- Recreational Sports coordinates all spaces within the Rec Center, Penberthy Sports Complex, Omar Smith Tennis Courts, and PEAP- Physical Education Building **[recsports.tamu.edu/facility-reservations](http://recsports.tamu.edu/facility-reservations)**

### Campus and Event Safety Resources

Risk management is the process considering the potential and perceived risks involved in activities, and taking corrective actions and proactive steps to minimize accidental injury and/or loss. These risks include physical, emotional, financial, facilities and reputational. There are many resources on campus that can help mitigate the risk associated with an event.

#### **Pre-Event Planning Form**

The Department of Student Activities offers the service of event planning reviews to student organizations, in which your organization submits a Pre-Event Planning Form through **[MaroonLink](#)**, and the Risk Management team responds with relevant information and suggestions. This form should be electronically submitted at least ten (10) business days in advance of your event to ensure a complete review.

- Student Organizations are **REQUIRED** to submit a Pre-Event Planning Form. Review the **[Student Organization Manual](#)** for more information.
- University Departments/Offices are not required to submit this form to Student Activities but are encouraged to use it as a tool when considering the potential risks associated with an event.



### **University Police Department**

UPD provides law enforcement and security services to all campus facilities in Brazos County. UPD officers can also be hired to be present at specific events. Student organizations and University departments requesting police or security officers for an event are encouraged to contact the University Police Department's Special Operations Division at 979-845-8097. They can assist you in determining your security needs to adequately cover your event.

To submit a request for a UPD officer or security officer or for pricing information visit [upd.tamu.edu](http://upd.tamu.edu). Request for service should be submitted 2 weeks prior to the event date in order to allow for sufficient planning. Request made with less than 2 weeks' notice will not be guaranteed to have personnel for the event.

### **Texas A&M Emergency Care Team**

Texas A&M Emergency Care Team is state licensed first responder organization which provides medical support at a variety of events at Texas A&M University and the surrounding area. TAMECT offers its services to all students, faculty, and patrons on university property. You can employ medics to be present at your events, which will be supplied with at least one state certified EMT or higher and at least one other first-responder (trained at the ECA or EMT level or higher) as well as an aid-bag and other necessary medical equipment.

For more information or to request the Emergency Care team visit [ems.tamu.edu](http://ems.tamu.edu)

### **Concessions Permits**

If your event will include a **transaction of any kind**, you will likely need a Concessions Permit. **"Concessions" are defined as any public sales or transactions on the Texas A&M University campus, including the exchange of goods or services for financial consideration, the acceptance of donations (including blood/clothing/book drives), or any exchange of information (e.g. email addresses, personal information, etc.).** To be eligible to conduct concessions, you must either be a recognized student organization or a TAMU department.

To request a Concessions Permit, you will first need to completely fill out the form, to include the signatures of both the Advisor and Chief Student Leader. From there, you will take the request form to the appropriate concessions area monitor for the location at which you wish to sell or distribute items. A list of area monitors can be found [here](#). Upon signing the concessions form, the monitor will tentatively reserve a space for your organization, but the reservation will not become final until the Concessions Permit is issued and a copy of the permit is returned to the Concessions Area Monitor.

All necessary documentation must be turned into the Department of Student Activities at least 3 business days prior to your event. Emergency requests for a Concessions Permit may be conditionally approved, but



only at the discretion of the Concessions Administrator. Your organization is responsible for obtaining a copy of the permit to keep with you at all times during your sales/transaction activity.

You can find the request form and more information about Concessions [here](#).

## **Food at an Event**

A Food Distribution Form must be submitted to the Office of Environmental Health & Safety anytime a potentially hazardous food (PHF) is served on campus. Potentially hazardous foods can cause a foodborne illness if handled or prepared improperly. Examples include:

- Meat products
- Dairy products
- Fruits and vegetables

### **Catering**

If you are hiring a caterer to bring and/or serve PHF on campus or you are picking up PHF from a food establishment which you then serve at your campus event, you must ensure that the vendor has all necessary health permits and follow proper food handling procedures to distribute the items. You must also complete the **Food Distribution Using Caterers Form**, and submit it to Environmental Health & Safety no later than 7 working days prior to your event.

All forms and additional information can be found on the **Environmental Health & Safety website**.

### **Self-Prepared**

If you are preparing and/or serving PHF yourself, you must complete the **Food Distribution Form** and submit it to Environmental Health & Safety no later than 7 working days prior to your event.

Please note that it may also be necessary to obtain a Temporary Food Service Permit from the Brazos County Health Department. Environmental Health & Safety will help you determine if a Temporary Health Permit is required. More information regarding Temporary Food Service Permits can be found at **brazoshealth.org/environmental/temp**.

All forms and additional information can be found on the **Environmental Health & Safety website**.

## **Outdoor Space Consideration**

### **SSC**

The SSC provides services for utilities, water, pest control, emergency facility repairs, and landscape on the Texas A&M campus. You can work with them to ensure sprinklers don't run during your event and to have ant beds treated before the event.

You can also reserve trash cans through the AggieWorks system [here](#).



### **University Tent Staking Policy- SAP 24.99.99.M0.01**

TAMU has a policy that is more strict than State law\* that requires that a utility locate must be performed before 1) *"any ground penetration on campus, to any depth, when mechanized equipment such as augers, trenchers, excavators, etc. will be used"*, and 2) *"for all other ground penetrations to a depth greater than 12 inches"*

If you are planning to use a small (10x10) pop up tent with stakes less than 12 inches in length, you will not need to request a utility locate. If you are planning on using larger tents (such as from Party Time Rentals), a utility locate must be performed.

You can request a location by contacting Texas 811 by dialing 811. You will need an accurate description of the tent location before you call. If you are using a local vendor, they will more than likely request the utility locate themselves, but you will want to confirm this when you finalize your reservation.

For more information please visit <http://rules-saps.tamu.edu/PDFs/24.99.99.M0.01.pdf>.

### **Amplified Sound**

Amplified sound is not allowed on main campus. The exception to this is in Rudder Plaza from 12pm-1pm and after 5pm on weekdays and any time on weekends.

For more information, please contact Doug Burns, Assistant Director for University Center and Special Events, at 845-8904 or [d-burns@tamu.edu](mailto:d-burns@tamu.edu).

## **Specific Event Considerations**

This Event Planners Guide was created to be a resource for you as you plan you event. It only contains information about some of the most commonly used resources. However, we encourage you to be creative in planning and implementing new activities to enrich your event. There are additional resources available at <http://studentactivities.tamu.edu/manage-your-organization/event-planning/> to help you in some of your more creative programing approaches. Here you can find information about:

- Blood Drive
- Date Auctions
- Dunking Booth
- Eating Contest
- Food at an Event
- Gambling Activities at an Event
- Inflatables at an Event
- Race or "Fun Run"
- Raffles
- River Trip/Tubing
- Road Trip
- Silent Auction
- Tailgating