

## GENERAL INFORMATION

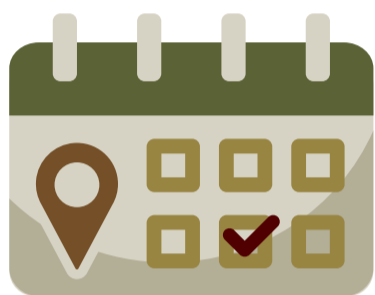
- All events must be sponsored by a registered student organization and/or university department/office
- All events must occur on-campus
- Student Organizations must be in good standing with the Department of Student Activities
- The Howdy Week Committee reserves the right to approve or deny any event

## STEPS TO YOUR EVENT

1

### Review Howdy Week General Events Guidelines

- General Events may not overlap with Featured Events by more than 30 minutes.
- Review guidelines for third-party processes & events with food.



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### Reserve Your Event Space

- All events must be on-campus at Texas A&M
- Event hosts must upload your event reservation confirmation with your event proposal

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### Submit Your Howdy Week Event Form

Complete the form by the appointed deadline via the Howdy Week website.



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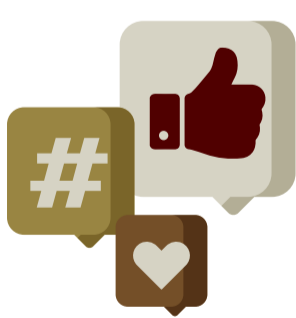
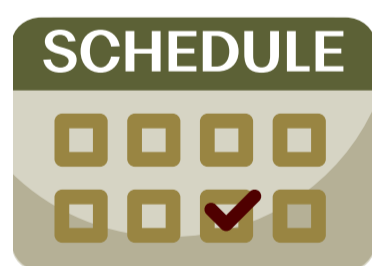
### Were You Approved?

- Complete the final steps for event confirmation
- Final details due will be due by an appointed deadline

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### Get on the Schedule

You are responsible for submitting your finalized event details to the Howdy Week calendar. Instructions will be provided to approved event coordinators



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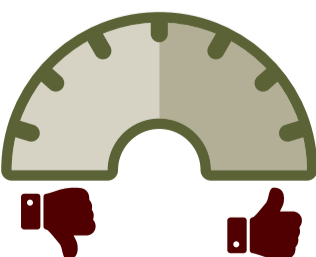
### Marketing Your Event

As an approved Howdy Week event, you are encouraged to utilize the Howdy Week logos in your event marketing. Logos will be provided to all event coordinators after approval.

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### During Your Event

- Know who your Building Proctor is in case of any facility issues
- Hand out fun SWAG items!
- Take attendance or make an estimate of the number of students at your event



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### Complete Event Coordinator Assessment

The assessment is typically sent out 1-2 weeks after Howdy Week.