

# Howdy!

WEEK

## EVENT PLANNERS GUIDE



Student Life  
DIVISION OF STUDENT AFFAIRS

2025 WEEK

# Participating in Howdy Week

## WHAT IS HOWDY WEEK?

Howdy Week is Aggieland's official welcome for new and returning students and takes place each fall between move-in and the start of classes at Texas A&M University. Howdy Week is a campus-wide effort of collaboration and is designed to help connect Aggies to a wide array of activities, organizations, and important information to jump-start their time in Aggieland.

## HOW TO PARTICIPATE IN HOWDY WEEK

Select the icons below to learn more about each step in the Howdy Week event approval process.



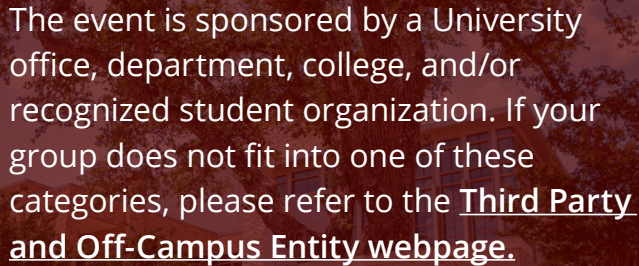
## GENERAL INFORMATION

- Approved events must be sponsored by a University office, department, college, and/or recognized student organization.
- Events must occur on the Texas A&M University-College Station campus, at the Health Science Center, at the respective off campus place of worship for groups recognized by the Campus Ministries Association, or be hosted virtually.
- Event Coordinators are solely responsible for following all Howdy Week and university guidelines and for communicating with Student Life in a timely manner.
- The Howdy Week Committee reserves the right to approve or deny events at any stage in the process.
- Tabling does not meet the criteria for Howdy Week events and therefore will not be listed on the schedule. Those interested in tabling should refer to information about [Club Crawl](#).

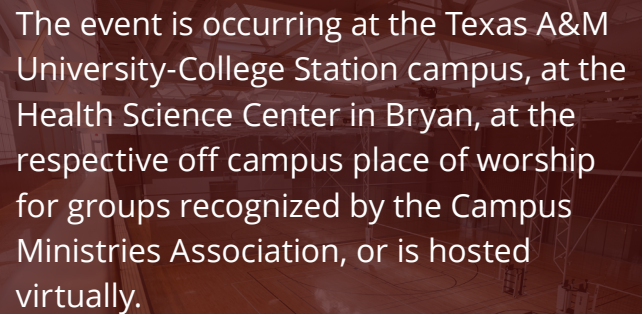
# Review Howdy Week Event Guidelines

## WHAT IS A HOWDY WEEK EVENT?

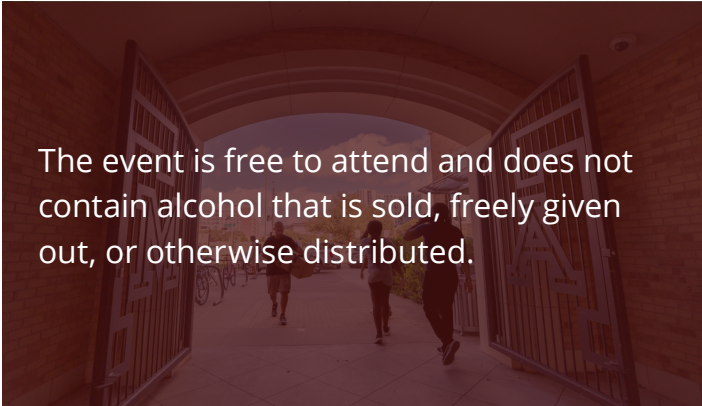
For the purposes of Howdy Week, an event is defined as a public gathering focused on celebration, education, engagement, or other such activity. To be approved for the Howdy Week schedule of events, the following criteria must be met:



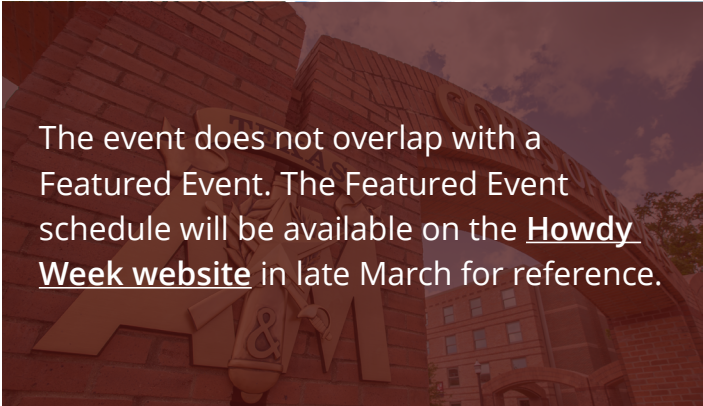
The event is sponsored by a University office, department, college, and/or recognized student organization. If your group does not fit into one of these categories, please refer to the [Third Party and Off-Campus Entity webpage](#).



The event is occurring at the Texas A&M University-College Station campus, at the Health Science Center in Bryan, at the respective off campus place of worship for groups recognized by the Campus Ministries Association, or is hosted virtually.



The event is free to attend and does not contain alcohol that is sold, freely given out, or otherwise distributed.



The event does not overlap with a Featured Event. The Featured Event schedule will be available on the [Howdy Week website](#) in late March for reference.

## STUDENT ORGANIZATIONS

The Event Coordinator for student organization-run Howdy Week events must be an enrolled student and an officer of the organization. Additionally, student organizations must:

- Receive approval from their university advisor(s) ([See Student Rule 42.4](#)).
- Maintain an organizational status of Recognized or Renewing Recognition. If at any point the organization falls below the listed standings, the Howdy Week Committee reserves the right to deny your proposal or remove your event from the schedule.

**NOTE:** To confirm you meet the Howdy Week requirements, we will review Get Involved for the recognition status of your organization and that the Event Coordinator is listed as an officer.

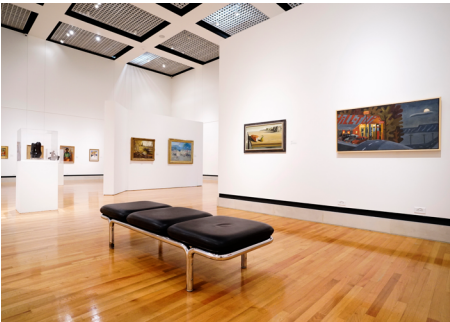
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# Review Howdy Week Event Guidelines

## ADDITIONAL CONSIDERATIONS



**External Parties:** Events organized by an external party but held on Texas A&M University campuses must receive university approval via the External Client Event Agreement (linked in the TAMU Rule below). Such events must be sponsored by a recognized student organization or university academic or administrative unit ([See TAMU Rule 24.99.99.M0.02](#)).



**Forms & Documentation:** Planned use of University Center & Special Events (UCEN) facilities may require additional forms or documentation. Your event manager will contact you following the submission of your reservation request should any additional documentation be needed. Reservations will not be approved until all necessary documentation is received.



**Tent Installations:** Tents are permitted on campus, but prior documentation is required. For outdoor events that include one or more tents, including 10x10 popup tents, you must submit a [Tents and Temporary Membrane Structure Permit Request](#). For events during Howdy Week, please ensure your application is submitted at least one month prior to event date.



**Events with Food:** Events with food available for consumption by all guests must follow [SAP 24.01.01.M4.02](#). If you are unsure whether you need approval, we suggest reviewing the [Environmental Health & Safety website](#).



**Events with Animals:** For any event on-campus that will have non-ADA animals, you will need to submit an [Animal Activities Form](#) to your building proctor at least two weeks prior to the date of your event. This form must be signed by the area proctor and University Veterinarian.

# Reserving Your Space

Event Coordinators hold sole responsibility for managing all event logistics. This includes securing the venue, completing required event forms, and ensuring that any delegated individuals communicate essential information back to the Event Coordinator. This rule was established to provide one point of contact in the event Student Life-New Student and Family Programs needs to conduct follow-up on any details of the event.

One of the first steps in the planning process should be securing your event space. Space requests should be submitted at least two weeks before the proposal deadline to ensure adequate time for review and for your event manager to reach out for additional information. Proposals will not be accepted or reviewed without approval documentation for the space.

**NOTE: Reservations are done on a first-come, first-served basis, and indoor spaces are limited and do fill quickly.**

## COMMON SPACES AND PROCESSES

### University Center & Special Events

Responsible for spaces within the Memorial Student Center (MSC), Rudder Tower, All Faiths Chapel, Aggie Park, Sbisá, Rudder, and Academic Plazas, and more. Reservations should be completed through the [Everyday User](#) platform or by visiting Event Services on the second floor of Rudder Tower. Reservations for UCEN spaces will be accepted beginning at noon on the first Monday in April.

### Rec Sports

Responsible for facility requests within the Student Rec Centers, Penberthy Rec Sports Complex, and the Omar Smith Instructional Tennis Center. Use the [Everyday User](#) platform to complete your reservation request. Rec Sports will accept Howdy Week space reservations beginning May 1 at 8 a.m.

Reservations for Physical Education Activity Program Building (PEAP) should be coordinated with [chris.thomas@tamu.edu](mailto:chris.thomas@tamu.edu).

### Residence Life

Responsible for facilities including The Commons, Hullabaloo Hall, and the White Creek Community Center. Rooms may only be reserved by students living on campus, Residence Life staff and student organizations, and University departments. Additional information about reserving these spaces can be found on the [Residence Life website](#).

### Corps of Cadets

Responsible for Simpson Drill Field. To reserve the Drill Field, email [corpsops@corps.tamu.edu](mailto:corpsops@corps.tamu.edu). Emails should include the name of the group requesting the space, the name of the event, a desired date and time, details about what the field will be used for, and a point of contact.

# Submitting Your Proposal

Comprised of a series of questions, the event proposal form seeks to gather information about your event, including the date, time, location, and detailed information the Howdy Week Committee will use to make final recommendations.

You will also be asked to provide contact information for an Event Coordinator. The Event Coordinator should be knowledgeable about all aspects of the event and will serve as the point of contact for Student Life. The Event Coordinator is solely responsible for ensuring each step of the process is completed in a timely manner and for responding to inquiries from New Student and Family Programs. Failure to do so at any stage in the process may result in the denial of your proposal or removal of your event from the schedule.

## Tips for completing your proposal:

- Review the proposal form early to ensure you are gathering the necessary information to submit.
- Review the [Featured Event schedule](#) and confirm your proposed event does not overlap.
- Limit the use of acronyms. As Howdy Week is primarily designed to welcome new students, they are likely unfamiliar with the acronym of your organization. You are welcome to use your group's acronym in your description but should refrain from using it in your event title.
- Confirm the space requested is the space you've received - your request does not guarantee you will receive the exact space requested. You'll be asked to submit documentation showing you have received approval to use the stated space. Any discrepancy between the two will hold up the approval process for your event.

## RESOURCES



**Student Organizations:** Refer to the [Event Planning page](#) of the Student Activities website for additional considerations and steps you need to take when planning your event. The Student Organization Leadership & Development (SOLAD) team can assist with questions related to risk management, the Get Involved event form, insurance, or contracts. They can be reached by calling 979-458-4371 or emailing [solad@stuact.tamu.edu](mailto:solad@stuact.tamu.edu). Questions related to the Howdy Week event process should be directed to [howdyweek@tamu.edu](mailto:howdyweek@tamu.edu).



**Accommodations:** With certain exceptions, under the Americans with Disabilities Act (ADA), the University has an obligation to make reasonable accommodations for persons with disabilities, which will enable those persons to participate in the sponsored events. Review [orec.tamu.edu/ada](http://orec.tamu.edu/ada) for guidance on fulfilling your responsibility to provide accommodations.



**University Center & Special Events:** Contact University Center staff for any questions related to hosting an event in the Memorial Student Center (MSC), Aggie Park, Rudder Plaza, Koldus, All Faiths Chapel, Rudder Tower, Rudder Theatre Complex, Academic Plaza, or Sbisa Plaza. Email [aggieevents@tamu.edu](mailto:aggieevents@tamu.edu) or call 979-845-8904.

# The Approval Process

Once you have submitted the proposal form, Student Life will do an initial review and contact you via email to inform you of the status of your submission. You will either receive an email stating your proposal has been sent to the Howdy Week Committee or be asked to make necessary edits to ensure your proposal falls within Howdy Week guidelines.

The Howdy Week Committee will meet in July to deliberate and determine which proposals will be accepted as part of the Howdy Week schedule. Event Coordinators can anticipate hearing a decision on their proposal within the last two weeks of the month.

## NEXT STEPS



### APPROVED

If your proposal is approved you will receive additional information for accessing a page with the next steps in the process. Steps include adding your event to the Howdy Week schedule of events and beginning your marketing campaign.



### CONDITIONALLY APPROVED

If your proposal is conditionally approved it means the Howdy Week Committee determined some changes need to be made in order for official approval to be granted. You will be provided detailed information about what needs to be altered as well as a timeline.



### DENIED

If your proposal is denied it means the Howdy Week Committee has deemed your proposal does not fit within the scope of Howdy Week. You are still welcome to host your event, it just won't be listed on the Howdy Week schedule and you won't be able to use the Howdy Week name, logo, or branding in your marketing efforts.

**NOTE: All decisions from the Howdy Week Committee are final; however, we are happy to answer any questions you may have about the status of your proposal. Should you have questions or concerns, contact [howdyweek@tamu.edu](mailto:howdyweek@tamu.edu).**



RETURN HOME



Student Life  
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