



# EVENT PLANNERS 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 seek information about the MSC Open House.

## STEPS TO PARTICIPATE IN HOWDY WEEK



### 1 Review Howdy Week Event Guidelines

In addition to the information listed above, General Events must:

1. Not overlap a Featured Event. Refer to the Featured Events page for information about Featured Events, including their dates and times.
2. Be free to attend and not contain alcohol that is sold, freely given out, or otherwise distributed.
3. Meet minimum requirements as set forth by Student Activities-Student Organization Leadership & Development (student organizations ONLY)



### 2 Reserve Your Space

1. Prepare to upload a copy of your reservation confirmation to the proposal form.
2. Confirm the space requested is the space you've received. Your request does not guarantee you will receive the exact space requested.
3. Complete all necessary forms your event manager asks for. Reservations will not be complete until all documentation is received.



### 3 Submit Your Proposal

1. Review the proposal form early to ensure you are gathering the necessary information to submit.
2. Limit the use of acronyms in the title of your event. You are welcome to use your group's acronym in your description but should refrain from using it in your event title.



### 4 Review Approval Process & Next Steps

1. The Howdy Week Committee will meet in July to determine which proposals will be accepted.
2. If accepted, be prepared to take some additional steps to ensure your event is on the Howdy Week schedule.
3. If conditionally approved, you'll have some things to edit before the Howdy Week Committee can grant final approval.