

Texas A&M University Departmental Office, Administrative Unit, Recognized University Group or Texas A&M University System Agency Head
Approval to Sponsor Event

(please print the blank form, acquire signatures and return)

SPONSORSHIP

No matter the activity or event on campus, an individual or group cannot use campus facilities without being properly sponsored by a Texas A&M University departmental office, administrative unit, recognized university group or Texas A&M University System agency. Sponsorship has very important responsibilities.

When Sponsoring a TAMUG Internal Event: First, the sponsor for a departmental/internal/affiliated event has the responsibility to coordinate all of the logistics (parking, catering, tables and chairs, open door requests, etc.). Second, the sponsor bears the burden of paying all costs associated with a University event.

When Sponsoring an External/Third Party Event: When sponsoring an external/third party event, Campus Event Services will coordinate all logistics of the event but the sponsor is responsible for backstopping any costs if the client does not pay their bill. External/third party events are required to submit a 50% deposit upon reserving space and full amount is due 5 days prior to event. If this is not paid, the event will be canceled and the sponsor will not be held responsible.

Because all events held on campus must be sponsored by a Texas A&M University departmental office, administrative unit, recognized university group or Texas A&M University System agency, the 'Sponsor' must complete this form.

The (Sponsor) _____ a (Please circle one)
TAMUG department office, administrative unit, recognized university group, or Texas A&M University System agency
has agreed to sponsor (Event) _____.

We understand that the responsibilities of the Sponsor include:

When Sponsoring a TAMUG Internal Event:

1. Coordination of all the logistics (parking, catering, tables and chairs, open door requests, etc.) for the event.
- The Faculty & Staff Event Planning Workbook can be found here:
<https://www.tamug.edu/AdminAux/EventsPortal/InternalEvents-Fillable.pdf>
2. In most cases, having someone from the sponsoring department on-site during their departmental/internal/affiliated event.
3. Paying all costs associated with a departmental event.

When Sponsoring an External/Third Party Event:

1. External clients are expected to pay all costs associated with the event. However, should the external client fail to pay, the Sponsor is responsible for backstopping any unpaid costs.

Sponsor Requestor (printed name) _____ Signature _____
Date _____

Approval by Appropriate Head (printed name) _____ Signature _____
Date _____

Approval to sponsor an event is only the first step. Document that approval using this form and then go complete the TAMUG Events Portal Registration form. Be sure to attach a signed copy of this Approval to Sponsor Event Form. You will be notified once your event has been completely vetted.