

Faculty & Staff Event Planning Workbook

Texas A&M University at Galveston

Internal Use Only



TEXAS A&M UNIVERSITY
GALVESTON CAMPUS.

TAMUG INTERNAL EVENTS PORTAL

Welcome to the affiliated [internal events portal](#). This internal event portal is for use by Texas A&M University departmental offices, administrative units, recognized university groups or System agencies, and considered category 3 pricing on the [rate card](#).

Each year, Texas A & M University at Galveston hosts a number of different events on campus. Each event has its own characteristics whether a small student group meeting, a large activity like Sea Aggie Preview and New Student Conferences, or an individual or group sponsored by a campus department.

The website has been developed to provide the event coordinator a number of contacts and other resources that can be used as an event is planned to ensure that any risks (safety, insurance, financial, etc.) are properly addressed. Most importantly, the website provides access to the required forms that must be submitted in order to receive proper permission from the campus. This [Faculty & Staff Event Planning Workbook](#) will assist you in obtaining information and services to help make your event a success.

IS MY ACTIVITY AN EVENT?

Often, departments may wonder whether a planned activity constitutes an event. Because activities can have a variety of characteristics (size, involve minors, contracts, media to name a few), developing a website that answers all of the “what-if” scenarios is very difficult. Therefore, the event coordinator and his/her department/administrative unit head have the primary responsibility to determine whether the event process needs to be followed. As an example, a department may have a staff meeting involving 20 employees that may not require the appropriate forms. However, if that same meeting also had a very controversial speaker scheduled to attend, the event forms would be required. When in doubt, always fill out the form.

Some factors that may assist a department in determining whether the event needs to be registered include, but are not limited to:

Will the event:

- involve an external client
- be held outside
- be co-sponsored by Texas A&M University at Galveston
- serve food to the general public
- include the service of alcohol
- attract large crowds
- involve amplified sound (like DJs or bands)
- involve performers, speakers, or other acts
- involve one or more contracts or rentals
- include fundraising or an activity where money exchanges hands
- involve minors on campus
- include controversial and/or emotionally charged content
- invite national, state, or local appointed or elected officials or candidates to be present
- invite or attract media to be on campus
- include rallies/demonstrations

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.

For internal events, the department hosting the event is considered the sponsor. Sponsorship has very important responsibilities. First, the responsibility to coordinate all of the logistics (parking, catering, tables and chairs, open door requests, etc.) for the event. Second, the sponsor bears the burden of paying all costs associated with a University event.

START HERE

Because all events held on campus must be sponsored by a University affiliated department, the sponsoring department must first complete the TAMUG Affiliated Event Portal Department/Administrative Unit Head Approval to [Sponsor Event Form](#) and second complete the TAMUG Affiliated Events Portal [Registration Form](#).

Upon submission, several actions will be initiated:

1. The Vice President and COO office will be alerted and will consider event issues including, but not limited to sensitive material and VIPs attending.
2. The Compliance office will be alerted and will consider event issues including, but not limited to risk and liability, insurance, and cash handling.
3. The Environmental Health and Safety office will be alerted and will consider event issues including, but not limited to life safety, weather, and food safety,
4. Events Portal personnel will be alerted and will make contact with the sponsor/ event coordinator to facilitate room reservation and other services that may be required by your event.

Once approved complete the checklist provided in this workbook to begin logistical coordination of your event.

TAMUG Internal Event FAQ

Find internal event questions and answers on the [FAQ page](#).

EVENT PLANNING CHECKLIST

This is for your own planning purposes and does not need to be submitted.

Check Room Availability [HERE](#).

Select "Galveston Grid" from the dropdown menu

Notes / Progress

Mark
Complete

Submit Affiliated Event Forms for Approval in the [Affiliated Events Portal](#)

Depending on the scope of your event, it may or may not require Special Event Insurance. You will be notified by Deborah Dell after submission if you need to take additional steps for this.

Make Room Reservation - Email Carmel Julian (julianc@tamug.edu) to check or confirm availability. Carmel will reserve if requested location is ASEC Ballroom, ASEC 1St or 2nd floor lobbies, ASEC Business Center or Waterfront Pavilion. To reserve other spaces on campus please use the Room Reservations list in this document and contact the appropriate person for that space.

If any food or beverage will be served:
Complete Catering Order [on Catertrax](#) with Chartwell's ASAP. Chartwell's has an exclusive contract with TAMUG for all food and beverage services.

If alcohol will be served, you must first get approval here:
[COO Office: Alcohol Request Form](#) and you will need police presence.
Please email TAMUG Police Chief once your event has been vetted
revillan@tamug.edu

[Email a Help Desk Ticket](#) to IT
detailing all your event's Audio/Visual needs

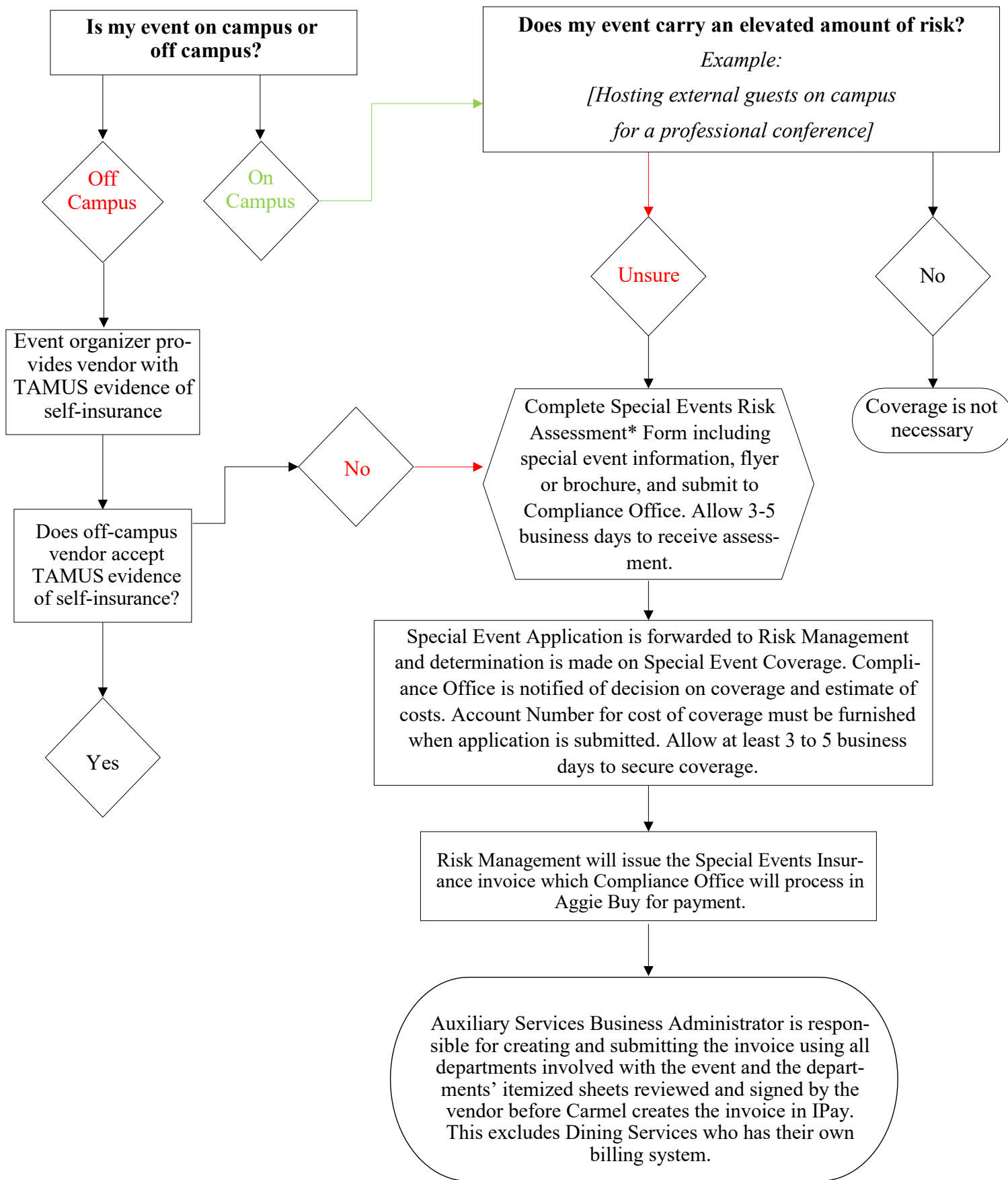
If your event needs table/chair setup: You must create or draw a basic floor plan.
Use [these LAYOUTS](#) for ideas to sketch a simple floor plan with tables, chairs, and trashcan placement.

Submit an [Work Order](#) on Maintenance Connect.
Write out all our requests with a brief timeline and the number of guests attending your event. Don't forget to attach your floorplan.

Submit an [Open Door Request](#) to Campus Police to unlock / lock the room doors. This must be completed even if the room is already opened, it notifies University Police that an event will be occurring.

Determine if your event will or will not need Special Events Insurance by using the flow chart on the next page.
If necessary complete the [Special Events Risk Assessment Form](#) and follow the instructions.

Special Event Insurance—Used ONLY for Affiliate (member) vendors



*Risk Assessment is reviewed by System Risk Management. Compliance Office is campus Liaison to System Risk Management. System Risk Management will determine the level of risk, Compliance Office does not.

Texas A&M University at Galveston Campus Services, Room Reservations & Additional Campus Services

<u>On Campus Services</u>	<u>Department</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>How to Reserve</u>
Catering	Chartwell's	Dena Vickery	4591	dena.vickery@compa-ss-usa.com	Always book Catering as far in advance as possible. View menus, and prices here Reserve on Catertrax
Event Set Up/Tear Down & Custodial Services	SSC Services	Facilities	4547		Submit Request(s) and floorplans through Maintenance Connect for tables, chairs, tents, risers, stages, trash cans, parking signs, custodial during event. *see notes below
<p>*You may need to create a login or use your department's login. Arrange the login now so your depart. can access Maintenance Connect for future event needs. Write out all your requests, with a brief timeline & the # of guests attending event. Be as detailed as possible & include when you need your setup completed. Attach your floorplan to the work order. It will not show your attachment but it is there. Call SSC with questions about Maintenance Connect. If using a section of the ballroom; indicate that the ballroom walls will need to come down using the "Reservation #:" on the Astra Event Summary emailed to you from Carmel.</p>					
Parking	Auxiliary Services	Pat Hebert	4926	hebertp@tamug.edu	Self Pay @ Kiosks is \$2 per hour OR Reserve a Prepaid Parking Block: \$5 per car (Reserve w/ Pat via email)
Audio/Visual	IT	Help Desk	4714	helpdesk@tamug.edu	Email Help Desk with Details (mics, podiums, a/v, assistance during event, zoom, streaming)
Safety / Codes	Environmental Health & Safety	Michael Phillips	4029	phillipm@tamug.edu	-
Open Door Requests & Security	Campus Police		4545	police@tamug.edu	Submit an Open Door Request
Golf Carts	SSC Services	Facilities	4547		All drivers must complete TrainTraq course 2112892 Slow moving vehicles-prior to driving. Submit a Golf Cart Request
Marketing & Publicity	MarComm		4850	marcomm@tamug.edu	Toolbox
Risk Management / Event Insurance	Risk and Compliance	Deborah Dell	4908	dell@tamug.edu	Email event details to Deborah

Texas A&M University at Galveston Campus Services, Room Reservations & Additional Campus Services

<u>Room Reservations</u>	<u>Department</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>How to Reserve</u>
ASEC + Waterfront & OCSB 183 & SAGC 601	Auxiliary Services	Carmel Julian	4064	julianc@tamug.edu	Reserved when you submit the Affiliated Events Portal form and enter the location as ASEC or Waterfront. You will receive a confirmation email once your room is booked.
MAIN 201 & 202	Records Office	Enola Deadrick Catherin Carter	4869 4950	records@tamug.edu	Send Request via email
Flag room & most classrooms on campus	Campus Event Services	Juliane Swan	4826	juliane@tamug.edu	Send Request via email
Gym / Rec Facilities	Campus Rec	Carrie Coutorie	4947	coutoric@tamug.edu	Send Request via email
Sea Aggie Center <i>except SAGC 601</i>	Business Admin.	Chante Kleimann	4934	monnellc@tamug.edu	Send Request via email
Private Dining (Blue) Room	Chartwell's	Jenny Alvarado - Vang	4508	jennyalvarado-vang@compass-usa.com	Send Request via email
Seibel Conference Room	Student Affairs	DJ Ottman	4561	dwottman@tamug.edu	Create an Outlook Meeting with date/time & invite your attendees. Enter "Room - Siebel Conference Room" in "Location" line and send. This will send the request to the Seibel Room Calendar and you will be notified if its accepted or denied.

Texas A&M University at Galveston Campus Services, Room Reservations & Additional Campus Services

These Activities aren't guaranteed. Reservations subject to availability, educational priorities, staff and student schedules. Make contact as far in advance as possible.

<u>Additional Campus Activities</u>	<u>Department</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>How to Reserve</u>
Trident & Milan Boat Tours	Vessel Operations	Vernon Camus	4490	camusv@tamug.edu	Target audience is academic/research or possibly government agencies such as TCEQ or NOAA. Email to book. View Fleet
Ship Bridge & Marine Engine Simulators	Marine Engineering Technology	Joshua Griffitts Andrew Moore	4530 7129	griffittsj@tamug.edu moorea@tamug.edu	Email to book tour Info on Simulators
Sea Life Facility	Marine Biology & Marine Science	Katie St. Clair	4574	sealifefacility@tamug.edu	Email to book tour. Info about Visiting the Sea Life Facility
TS Kennedy	Texas A&M Maritime Academy	Wade Howell	4772	wade.howell@tamug.edu	Email Master of the Vessel Info about TS Kennedy
Speaker/Guest: Col. Michael Fossum	COO	Amber Booth	4408		Submit a Request for COO to Speak
Maroon Delegates	Administration				About Maroon Delegates Submit a Maroon Delegates Services Request
Corps of Cadets	Maritime Academy	Jim Gompper	4559	jpgompper@tamug.edu	
Miss Reveille	Mascot Company E-2, Corps of Cadets				Schedule Miss Rev
Challenge Course	Campus Recreation	Joe Hoff	4472		Reservation Request Form
Yell Leaders	Student Activities	Joe Hoff	4472		Request Yell Leader Appearance
Student Organization Events	Student Activities	Derrick Ford	4557	fordd@tamug.edu	
Child Program for Minors	Risk, Ethics & Compliance	Cyn Olvera	979-845-0694	cynolvera@tamug.edu Schedule an appointment with Cyn Olvera	visit our website , especially the Requirements for Compliance , & read through University Rule 24.01.06.M1 . Don't be overwhelmed with all the info you find b/c not all requirements may apply to your program. During meeting we'll determine which requirements best fit your event.