

Events Portal

Department/Administrative Unit Head Approval to Sponsor Event

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

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. First, the sponsor has 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 and, when sponsoring an external client, the sponsor is responsible for backstopping any costs not paid by the external client.

Because all events held on campus must be sponsored by a University affiliated department, the sponsoring department must complete the TAMUG Events Portal Registration Form.

The _____ department has agreed to sponsor _____. We
(name of sponsoring University department) (name of the event)

understand that the responsibilities of the sponsoring department include:

1. Coordination of all the logistics (parking, catering, tables and chairs, open door requests, etc.) for the event.
 - The Event Coordination Contact List is located at www.tamug.edu/adminaux/EventsPortal/ContactList.pdf
2. In most cases, having someone from the sponsoring department onsite during the event
3. Paying all costs associated with a departmental event
4. If the department is sponsoring an external client, external clients are expected to pay all costs associated with the event. However, should the external client fail to pay, the sponsoring department is responsible for backstopping any unpaid costs.

Department Requestor:

Print Name

Signature

Date

Approval by Appropriate Department or Administrative Unit Head:

Print Name

Signature

Date

Approval by the appropriate department or administrative unit head is only the first step. Document that approval using this form and then go to <https://tamug.campuslabs.com/engage/submitter/form/start/125286> and complete the TAMUG Events Portal Registration Form. Be sure to attach a copy of this Events Portal Department/Administrative Unit Head Approval to Sponsor Event Form that has been signed by the appropriate department or administrative unit head. You will be notified once your event has been completely vetted.