

Texas A&M University Galveston Campus Faculty & Staff Event Coordinating Guide

For Internal Use Only



**TEXAS A&M UNIVERSITY
GALVESTON CAMPUS.**

IS MY EVENT CONSIDERED AN INTERNAL OR EXTERNAL EVENT?

Will your Texas A&M University Galveston Campus
departmental offices, administrative units, or
recognized university group be
paying for the event?

NO

Do you need Texas A&M University
Galveston Campus Event Services
to coordinate all event services
and logistics needed for the event?

YES

This event is considered an
EXTERNAL Event.

The external event planning individual or
party must fill out and submit the
Request For Proposal in Wheelhouse.

YES

Will someone in your Texas A&M
University Galveston Campus
departmental offices, administrative
units, or recognized university group
be coordinating all event services
and logistics needed for the event?

YES

This event is considered an
INTERNAL Event.

Submit an **Affiliated Event Request Form**
in Wheelhouse to start the planning and
event approval process.

If you have any questions on coordinating Texas A&M University Galveston
Campus Event Services for External or Internal Events, please contact:

Emily Husmann ehusmann@tamug.edu 409-740-4405

Sicily Smith sicilysmith@tamu.edu 409-740-4424

Internal Affiliated Events

This resource is for Texas A&M University departmental offices, administrative units, recognized university groups, and System agencies.

The Event Coordinating Guide provides key contacts and resources to help you plan your event and coordinate campus event services. Utilizing this guide ensures that you secure necessary approvals, access coordination tools, and properly document safety, insurance, and financial risks. You will also find all required forms that must be submitted for event approval.

Guidelines & Financial Responsibility

As the event sponsor, you hold full responsibility for managing all event logistics. The sponsoring department, unit, organization, or agency must cover all associated event costs.

Form Submission & Review Timeline

Submitting the **Affiliated Event Request Form** automatically initiates a review by the following campus entities:

- Administration and Auxiliary Services
- Marketing and Communications
- Environmental Health & Safety
- The Compliance Office
- University Police
- The Office of the Vice President and Chief Operating Officer

Next Steps

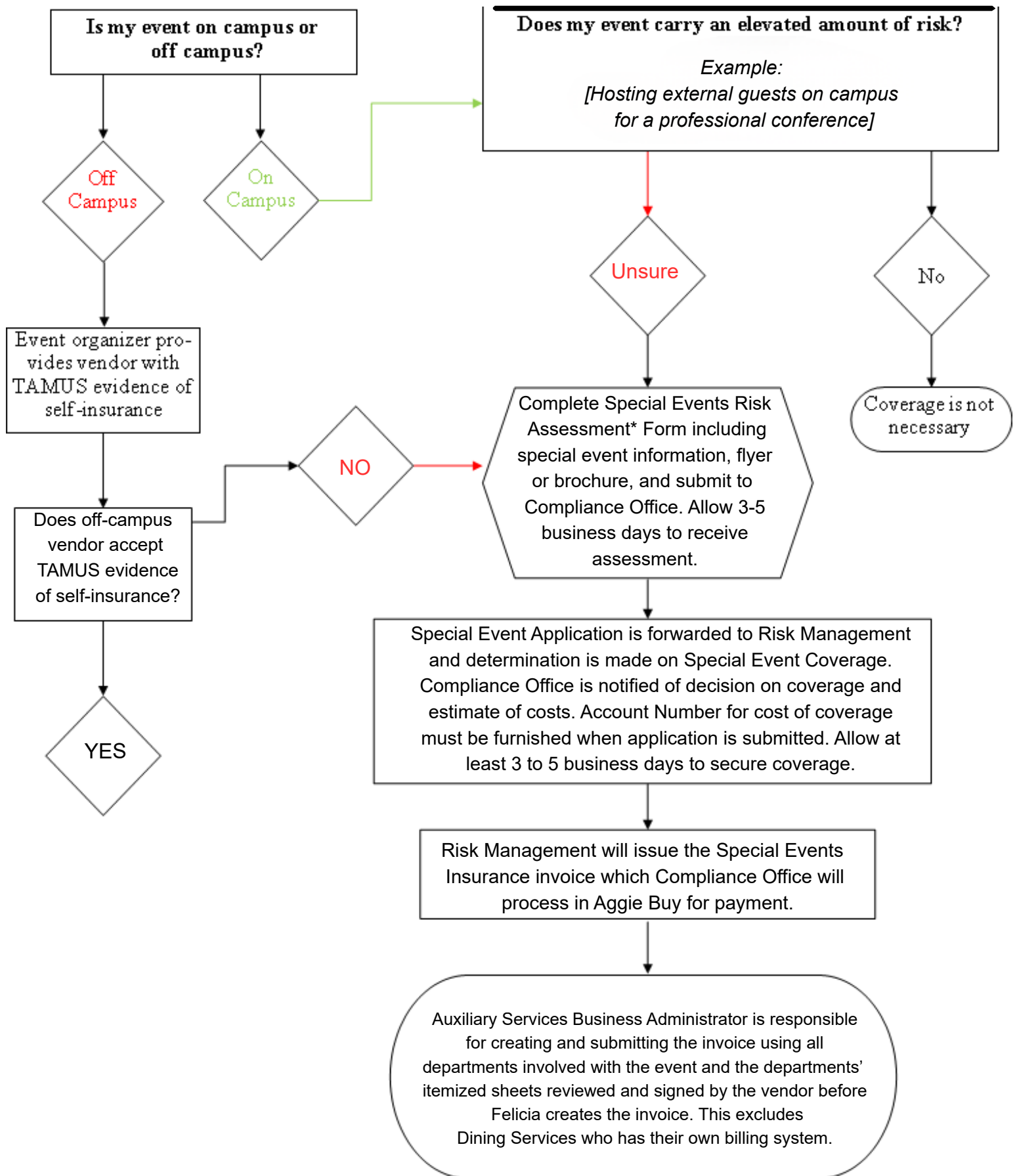
- **Monitor Submissions:** Check your submitted form for questions regarding room reservations or event requirements.
- **Complete the Checklist:** Use the logistical coordination checklist provided in this workbook to coordinate your event.
- **Secure Official Approval:** Monitor your submission status. If approval is delayed, promptly address any outstanding requirements or questions from the reviewers.

EVENT PLANNING CHECKLIST

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

☐	Check space availability HERE . Select "Galveston Grid" from the dropdown menu and view availability of the space you are interested in requesting for the event.
☐	All events held on campus must be sponsored by a Texas A&M University department, administrative unit, or recognized university group or Texas A&M University System agency. Before submitting the Affiliated Event Request Form, the sponsor must first complete the TAMUG Affiliated Event Portal Department/Administrative Unit Head Approval to Sponsor Event Form .
☐	Submit the Affiliated Event Request Form for approval in Wheelhouse. If the requested location for your event is the ASEC Ballroom, ASEC 1st or 2nd floor lobbies, ASEC Business Center or Waterfront Pavilion, Felicia Royal will reserve the space and you will be notified by the affiliated event form you submitted. To reserve other spaces on campus please use the Room Reservations list in this document and contact the appropriate person for that space. Depending on the scope of your event, it may require Special Event Insurance. If your event requires insurance, you will be notified by Deborah Dell on the affiliated form submission. You can also determine if your event will need Special Events Insurance by using the flow chart on the next page.
☐	If you are utilizing Century Oak Catering (formerly Chartwells) for any food or beverage service for your event please visit their website to place your order. If you have questions or need additional support, please contact Dena Vickery at Dena.Vickery@compass-usa.com or call 409-740-4591 during business hours. If alcohol will be served at this event, you must first request approval by submitting the Alcohol Request Form. If your event receives approval for alcohol to be served, police presence will be required at the event. Email TAMUG Police with the details of your event to request police presence.
☐	To request the setup of tables, chairs, trashcans, as well as request custodial care for removal of trash and care for the restrooms, you must submit a Work Order on Maintenance Connection. If your event needs table/chair setup, please create a floorplan using the layouts found here HERE to submit with your Work Order. Attach the floorplan for your event in your Work Order request. When submitting a Work Order for your event, include the event date, time, number of attendees, specific layout or tables and chairs requested. If your event will include any level of food or drink, include this information in the Work Order. Additionally, make sure to request trashcans for food and drink trash as well as custodial care of the restrooms and trashcans in the event space.
☐	Submit an Open Door Request to Campus Police to request the doors of the requested space for your event be unlocked/locked for your event needs.
☐	Request parking by emailing Amber Booth at abooth@tamug.edu Self Pay Parking by kiosks or instructions on signs (\$2.00 per hour) or Reserve Bulk Parking (\$5 per car)
☐	If you need to request IT/AV support for your event, submit a Help Desk Ticket 2 weeks prior to your event with details on your event's IT/AV needs by emailing helpdesk@tamug.edu .

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.

Event Services, Room Reservations & Additional Campus Information

Campus Event Services	Department	Contact	Phone	Email	How to Request
Catering	Dining Services- Century Oak Catering	Dena Vickery	4591	dena.vickery@compa-ss-usa.com	Please visit the website below for catering menus and limited time offers: <u>Century Oak Catering</u>
Event Set Up/Tear Down and Custodial Services	SSC	Facilities	4547		Submit Work Order requests and floorplans through <u>Maintenance Connect</u> for tables, chairs, tents, stage, trash cans, parking signs, and custodial care for event. *see notes below
Please ensure your department has access to Maintenance Connection for all future event needs. When submitting a work order, provide a detailed description that includes the event date, a complete timeline, the required setup completion time, and the total number of guests. Remember to attach your room layout or floorplan to the order. If you are using only a section of the ballroom, explicitly state that the partition walls need to come down, and make sure to include the "Reservation #:" from the Astra Event Summary provided by Felicia Royal. For any questions or assistance with Maintenance Connection, contact Texas A&M Galveston Facility Services at 409-740-4547.					
Parking	Auxiliary services	Amber Booth	4926	abooth@tamug.edu	Self Pay at Kiosks or Signs is \$2 per hour OR Reserve Bulk Parking (\$5 per car). Request event parking by emailing Amber.
IT/AV	Technology Services	Help Desk	4714	helpdesk@tamug.edu	Email Help Desk with event IT/AV request (microphones, podiums, audio/visual, tech support during event, live streaming)
Safety/Codes	Environmental Healthy & Safety	Mike Philips	4029	philipm@tamug.edu	
Open Door Request & Security	Campus Police		4545	police@tamug.edu	<u>Submit an Open Door Request.</u>
Golf Carts	SSC	Facilities	4547	leslie.clark@sscscserv.com veronica.ochoa@sscscserv.com	All drivers must complete TrainTraq course 2112892 Slow moving vehicles- prior to driving. Email Leslie Clark and Veronica Ochoa for the Golf Cart Request form.
Marketing & Publicity	MarCom		4850	marcom@tamug.edu	<u>Toolbox</u>
Risk Management & Event Insurance	Risk And Compliance	Deborah Dell	4908	delld@tamug.edu	Email event details.

Room Reservations

Room	Department	Contact	Phone	Email	How to Request
ASEC, Waterfront Pavilion, SAGC 601, OCSB 183	Administration and Auxiliary Services	Felicia Royal	4064	f.royal@tamu.edu	Submit an <u>Affiliated Event Request Form</u> and you will receive a confirmation email once your room is booked.
Main 201 & 202, AMMA 7307, 7310, 7407 & 7507	Records Office	Enola Deadrick Catherine Carter	4869 4950	Records@tamug.edu	Email to request.
Gym/ Campus Rec Facilities	Campus Rec	Carrie Coutorie	4947	coutoric@tamug.edu	Email to request.
Sea Aggie Center <i>Except SAGC 601</i>	Business Admin.	Chante Kleimann	4934	monnellc@tamug.edu	Email to request.
Private dining Room (Blue room)	Dining Services	Jenny Alvarado- Vang	4508	Jennyalvarado-vang@compass-usa.com	Email to request.
Seibel Conferance room, Flag Room and some Classrooms on campus	Student Affairs	DJ Ottman	4561	dwottman@tamug.edu	Create an Outlook Meeting with date/time & invite your attendees. Enter "Room - Seibel Conference Room or Flag Room" in "Location" line and send. This will send the request to the Room Calendar and you will be notified if the request has been accepted or denied. For classroom request, please email or call.
OSCB 271 & 340C		Crystal Bolding	4933	Crystalbold@tamug.edu	Call 4933 or email to request.
ECRB 201 & 308J		Beverly Joseph	5512	Beverly.joseph@tamu.edu	Email to request.

Additional Campus Services

These Activities are not guaranteed. Reservations subject to availability, educational priorities, staff and student schedules. Submit requests as far in advance as possible.

Campus Activity	Department	Contact	Phone	Email	How to Request
Trident & Milan Boat Tours	Vessel Operations		4849	brzozowske@tamug.edu	Target audience is academic/research or possibly government agencies such as TCEQ or NOAA. Email to request. <u>View Fleet</u>
Ship Bridge & Marine Engine Simulators	Marine Engineering Technology	Joshua Griffiths Andrew Moore	4530 7129	Griffittsj@tamug.edu Moorea@tamug.edu	Email to request. <u>Info on Simulators</u>
Sea Life Facility	Marine Biology & Marine Science	Katie St. Clair	4574	sealifefacility@tamug.edu	Info about visiting the <u>Sea Life Facility</u> . Email to request.
NSMV LONE STAR STATE Training Vessel	Texas A&M Maritime Academy	Wade Howell	4772	wade.howell@tamug.edu	Email Master of the Vessel. <u>Vessel Info</u>
For requesting tours or events on the ship, please fill out the <u>NSMV LONE STAR STATE Training Vessel Utilization Request Form</u> and email it to shipoperations@tamug.edu .					
Speaker/Guest: Col. Michael Fossum	COO	Andrea Davis	4408	andreadavis@tamug.edu	<u>Submit a Request for COO to Speak</u>
Maroon Delegates	Administration				<u>About Maroon Delegates</u> <u>Submit a Maroon Delegates Services Request</u>
Corps of Cadets	Texas A&M Maritime Academy	Don Vandelinder	4559	donald.vandelinder@tamug.edu	

Yell Leaders	Student Affairs	Joe Hoff	4472		<u>Request Yell Leader Appearance</u>
Challenge Course	Campus Recreation	Breidon Johnson	4514	johnsonb@tamug.edu	<u>Reservation Request Form</u> Contact Breidon for additional information.
Student Organization Events	Student Activities	Malarie Humble-Rice	4439	m_humble@tamug.edu	
Child Program for Minors	Texas A&M University Risk, Ethics & Compliance	Marc Saffle Agatha Scales	UYP@tamu.edu 979.862.3295 marc.saffle@tamu.edu ascales2@tamu.edu		Schedule a meeting with the UYP office to assess risk and compliance for events with minors present by following this link: <u>Meet with UYP!</u> For more information, please visit the University Youth Programs website here: <u>UYP Website</u> Additional important resources: <u>Requirements for Compliance</u> <u>University Rule 24.01.06.M1</u>
Reveille	Mascot Company E-2, Corps of Cadets			revScheduling@corps.tamu.edu	<u>Schedule Miss Rev</u>