

**At The Riata Center, we are proud to host events that align with our mission to help foster the spirit of entrepreneurship and innovation. In order to help us maintain a high standard, we ask you to please read over the event guidelines before submitting your application.**

Guidelines for all events:

- Event topic must relate to the mission of The Riata Center. Typically, this means educational or networking events focused on topics like entrepreneurship, business development, technology, or innovation.
- To guarantee full promotion by The Riata Center, host requirements must be completed 30 days in advance
- The host may not sell a product or services during the event.

Events hosted in our space will fall into one of three categories: University, Community, or Private. Please review the table below detailing the host requirements and what is provided by The Riata Center when using our space.

	University Events	Community Events	Private Events
<b>Host Requirement</b>			
Complete Facilities Request Form	X	X	X
Plan Programming*	X	X	X
Provide Marketing Information	X	X	
<b>Riata Center Provides</b>			
Furniture Setup	X	X	X
Staff Member on Site	X	X	X
Eventbrite Registration if Applicable	X	X	
Promotion on University Calendars	X	X	
Promotion on Our Bi-weekly Newsletter	X	X	
Promotion on Social Media	X	X	
Promotion on onsite Rotating Slide Decks	X	X	
Help with Flyer Creation or On-Campus A-frames When Applicable	X		

\* Event host is responsible for facilitating introductions, planning presentations, bringing a computer with HDMI access, and guiding any Q&A section of the program

