



UNIVERSITY

ANNUAL EVENT SCHEDULING TIMELINE

The annual deadlines are in place to ensure campus event reservations are equitable for the campus community and entered into 25Live by a specific deadline prior to each semester.

Campus Colleges & Departments Deadlines

August 1st	December 1st
Deadline for all campus colleges and departments to receive priority consideration for their Fall Semester events.	Deadline for all campus colleges and departments to receive priority consideration for their Spring Semester

Student Organizations Deadlines

October 1st	March 1st
Deadline for all student organizations to receive priority consideration for their Fall semester events. (About 1 Month after SOLC Conference)	Deadline for all student organizations to receive priority consideration for their Spring semester events. (About 1 Month after SOLC Conference)

Event Focus:	Scheduling Window
Student Focused Events	Minimum 8 weeks - 14 months prior to Event Date*
Campus College & Department Events	Minimum 8 Weeks - 13 Months prior to Event Date*
External Client	Minimum 8 Weeks - 12 Months prior to Event Date*

*Deadlines for Full Service Event submissions: **With** catering, vendors or alcohol: 8 weeks
Without catering, vendors or alcohol: 3 weeks

CONTACT

US:

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