

RESERVATION REQUEST DEADLINES

STUDENT ENGAGEMENT AND CAMPUS LIFE

Are you hosting a contracted performer (\$5,000+)?

YES

This is a Major Entertainment Event
Requests must be submitted
75 Business days in advance.

This is a Complex
Event. Requests
must be submitted
45 business days
in advance.

NO

Will your event have:

- Contacted performer (\$4,999 or less)
- Alcohol
- Inflatables/recreational activities

YES

NO

Will your event have or need:

- Production Services Support
(lights, sound, video, power)
- Over 300 people in attendance
- Minors as participants
- Ticket Sales/Distribution
- Dance/Martial Arts
- Food (non-prepackaged or open to public)

YES

This is an
Intermediate Event
Requests must be
submitted
30 Business days
in advance.

NO

All other requests for an event in
a major venue must be submitted
10 Business days in advance.
These are Standard Events.

Meeting room requests can be
submitted up to **1 hour** prior to
the event.