Event & Conference Services



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	February 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

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