Event and Conference Services will be implementing a new event scheduling timeline for all events effective immediately. The following 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.

Deadline	Description
August 1st	Deadline for all campus colleges/departments to receive priority consideration for their Fall Semester events.
October 1st	Deadline for all Student Organizations to receive priority consideration for their Fall Semester events. (Approximately 1 Month After SOLC Conference)
December 1st	Deadline for all campus colleges/departments to receive priority consideration for their Spring Semester events.
March 1st	Deadline for all Student Organizations to receive priority consideration for their Spring Semester events. (Approximately 1 Month After SOLC Conference)

The Minimum submission deadline for full-service events and/or locations still applies to all reservations; 3-weeks prior to event date, 8-weeks for events that include catering, vendors or alcohol.

A series of open forums to answer any questions pertaining to the new event scheduling timeline will be held virtually on the following dates and times:

June 9, 2022 @ 1:30 p.m.

July 11, 2022 @ 9:00 a.m.

July 22, 2022 @ 9:00 a.m.

Zoom Link: https://csusm.zoom.us/j/89682193853