



## 25Live REMINDERS AND TIPS

### Minimum Submission Deadlines

- Meeting Only – A minimum of 3 business days prior to event.
- Campus Self Service Events – A minimum of 3 weeks prior to event date.
- Campus Full Service Events – A minimum of 8 weeks prior to event date for events with alcohol or outside vendors (minimum of 3 weeks if no alcohol or outside vendors)

### FIRST 3 WEEKS RULE:

Academic Spaces cannot be requested until the fourth Monday of any semester, unless they occur during U-Hour (12:00pm – 12:50pm)

**Spring 2023: February 13th**

**Fall 2023: September 18th**

### SUNDAY MEETINGS:

#### Campus is CLOSED on Sundays

We allow student meetings on Sundays, but for energy efficiency and safety, the preferred location is the Markstein Hall or the following rooms. ACD 102, COM 206, SCI2 242 or VEP 5101

(The USU is open on Sundays, 5-10pm)

**NO events during holiday closures.**

### EMAIL:

**Make sure that you have access** to your Student Org's Generic Email address. We only have ONE email address associated with your account. Including a contact person's phone number in the STUDENT CONTACT field or EVENT NOTES field is highly recommended. You can contact SLIC to verify the email we have on the file.

### USU SPACES:

Event reservations requesting USU indoor spaces are required to be submitted with the **Campus Full Service** event type. In general, any location that has a rental fee is required to be submitted as **Campus Full Service.**

### MULTIPLE DATES:

Multiple locations and dates can be included on the same reservation

Reservations grouped by the semester are allowed **ONLY** if there are no rental fees or billing involved. Your safest bet is to separate reservations by the MONTH.

### EVENT NAME & TITLE:

Use your organization's name or acronym in the Event Name/Title.

#### For Example:

*CoBA Faculty Meeting or Biology Faculty Meeting*

\*Include a Title if you are publishing your event to a calendar.