

****Tentative****

EVENT SCHEDULING TIMELINE

James Madison University

Fall '19 Spring '20

(August 11, 2019 – May 9, 2020)

Request Period Begins

PRE-SELECT	Feb 4 – 22, 2019
SELECT	Mar 12 – 28, 2019
ROUTINE	Apr 8, 2019
UNRESTRICTED	May 6, 2019

Summer '20

(May 10, 2020 – August 16, 2020)

Request Period Begins

PRE-SELECT	May 6, 2019
ALL OTHER REQUESTS (Select, Routine, Unrestricted)	May 27, 2019

MAJOR

- Annual Events related to the academic calendar (Commencement, Homecoming, James Madison Day)
- Large scale/complex University programs (Choices)
- Unique operational requirements where there is only one facility solution (UPB movies)

PRE-SELECT

- Select events that annually reoccur on the same date/time (adjusted to the same day of the week in the new calendar year), and in the same space as reserved in the previous year.

SELECT

- Events that are critical to the overall University mission
- Events that support the designated mission of a facility (i.e. athletics in athletic facilities)
- Events that **require** a specific date dictated by the University academic calendar or a National, State or religious holiday/observance
- Programs that meet one or more of the following criteria, but are not recurring events:
 - attendance of 150 or more people
 - a full service meal for 75 or more people
 - require 3 or more spaces in the same facility at the same time
- **Requests taken on a first come-first serve basis**

ROUTINE

- Events supporting the day to day work of the University (i.e. staff meetings, student organization meetings, committee meetings and planning sessions.)
- **Requests taken on a first come-first serve basis**

UNRESTRICTED ▪ Open to the public within guidelines for use, in addition to University requests.

▪ *“General Use” Classrooms begin September 2, 2019 for fall semester. Requests begin on January 21, 2020 for spring semester.*

▪ *‘Pre-Select’ events unable to be scheduled due to direct conflict with a ‘major’ event will be permitted to schedule a new date, provided the new date does not conflict with another pre-select event.*

▪ *Designation of an event into a category is the role of the scheduler.*