

**\*\*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.