

## **Annual Event Booking Guidelines**

- Events are classified into one of four categories– Tier 1, Tier 2, Tier 3, and Tier 4. See Event Priority Policy online at [www.lmu.edu/events/policies](http://www.lmu.edu/events/policies) for details about each of the tiers.
- The annual event booking process begins every January preceding the next Academic Year.
- The Tier 1 events are booked prior to any other bookings. Tier 1 event bookings begin in January preceding the next Academic Year.
- Tier 2 events are booked once all Tier 1 reservations are finalized. Booking usually begins in the month of February. Requests are prioritized and booked according to the date the request is received in the Event Scheduling Office. \*Event requests can only be booked one year in advance (except Tier 1 events if they are known in advance).
- Tier 3 events are booked after the Tier 1 and 2 reservations are finalized. Booking usually begins in April. Requests are prioritized and booked according to the date the request is received in the Event Scheduling Office. Events are identified as large (at least 100 attendees) faculty, staff and student department annual events, and committee or group meetings that have occurred for at least 5 consecutive years.
- All other University events [referenced as Tier 4] are booked once the Tier 1, 2 and 3 reservations are finalized. Requests can be submitted at any time after the first of the year, but booking will not take place until around the end of July prior to the next Academic Year. Requests are prioritized and booked according to the date the request is received in the Event Scheduling Office.

### **University Holidays /Blackout Date Policy:**

The University is closed on designated holidays and support staff is unavailable. No events may take place during designated University holidays.

Additional information regarding event policies, including the Blackout Date Policy, can be accessed through the Event Services website at [www.lmu.edu/events](http://www.lmu.edu/events).