**Tentative**

**EVENT SCHEDULING TIMELINE**

James Madison University

**Fall ‘16  Spring ‘17**
(August 14, 2016 – May 6, 2017)

<table>
<thead>
<tr>
<th>Category</th>
<th>Request Period Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SELECT</td>
<td>Feb 8 – 26, 2016</td>
</tr>
<tr>
<td>SELECT</td>
<td>Mar 15 – 31, 2016</td>
</tr>
<tr>
<td>ROUTINE</td>
<td>Apr 11, 2016</td>
</tr>
<tr>
<td>UNRESTRICTED</td>
<td>May 9, 2016</td>
</tr>
</tbody>
</table>

**Summer ‘17**
(May 7, 2017 – August 12, 2017)

<table>
<thead>
<tr>
<th>Category</th>
<th>Request Period Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SELECT</td>
<td>May 9, 2016</td>
</tr>
<tr>
<td>ALL OTHER REQUESTS</td>
<td>May 30, 2016</td>
</tr>
</tbody>
</table>

### 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 are 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 are taken on a first come-first serve basis

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


- ‘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.

September 24, 2015

***based on 2015-16 Academic Calendar***