



Elizabethtown College

Scheduling Protocol

Space Planning Holds

Campus departments and approved student groups wishing to schedule a campus space, shall place request via the 25Live website at: <http://schedule.etown.edu>.

Reservations may remain on a tentative hold for 5 days if firm start/end time or location for event is not known. After the 5-day period has expired, the Scheduling Office will contact the requestor to refine the space, refine the event time period or remove the tentative hold.