Scheduling Protocol
Protocol Here

Individual students may not schedule events in 25Live. Only student groups who have been approved by Student Senate are permitted to schedule a space via the 25Live scheduling website. Campus departments and approved student groups shall submit a request at: http://schedule.etown.edu.

Due to the large number of events on camps, the amount of time between back to back events must be regulated to allow proper set-up and tear-down activities to take place between events. Regulated event set-up and tear-down time will ensure that spaces have been properly cleaned, tables and chairs have been safely removed or reset, catered food items prepared or removed, and/or stages set in place or removed.

Set-up & Tear-down Policies for Specific Spaces:
Requests from approved student groups or campus departments will be reviewed by the Scheduling Office and an appropriate amount of set-up and tear-down will be assigned to events with the following guidelines for specific spaces:
- Events in the **KAV, Thompson Gym, Myer Susquehanna/Swatara Room, Leffler Chapel**, will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event.

Set-up & Tear-down Policies for Specific Resources:
Specific services that require significant set-up and tear-down time include:
- Events that require a **Catered Event** will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional catering set-up time may be requested by the Catering Manager.
- Events in spaces listed about that require **Event Setups** will automatically have at least 2 hours of set-up time and at least 2 hours of tear-down time added to the duration of the event. Additional set-up time may be requested by the Manager of SESP. Based on staff availability, the Manager of SESP will determine the amount of additional set-up and tear-down times. Evening and weekend events may require additional set-up and tear-down time.
- Events that require **Technical Operations** assistance will automatically have 2 hours of set-up time and 2 hours of tear-down time added to the duration of the event. Additional Technical Operations set-up time may be requested by the Director of Technical Operations.
- If multiple services are requires, set-up and tear-down time will be added together and the sum of these durations will be the full set-up and tear-down time reserved for the event.

Set-up & Tear-down Policies for Specific Events:

Specific events that occur on an annual basis that require significant set-up and tear-down include:

- **Senior Week/Commencement Activities** – Spaces will be reserved up to 5 days prior to events and 48 hours after as required by specific event and space requirements.
- **Board of Trustee Meetings** – Spaces will be reserved 48 hours prior to Board meetings and 8 hours after the meeting.
- **Accepted Student Day/Open House/Orientation** – Non-academic spaces will be reserved up to 48 hours prior to Accepted Student Day/Open House/Orientation events and 4 hours after the event. Academic spaces will be reserved from the end of classes on Friday through the start of the event.
- **Homecoming Week Activities** – Spaces will be reserved up to 24 hours prior to events and 24 hours after as required by specific event and space requirements.
- **TGIS Events** – Spaces will be reserved up to 24 hours prior to events and 24 hours after as required by specific event and space requirements.

Additional set-up and tear-down time may be requested by staff to ensure that set-up and tear-down activities can be safely completed prior to the start of another event. Bob Wallet, VP for Administration and Finance must authorize an event request that overrides a set-up or tear-down space reservation. Additionally, costs resulting from overriding a set-up or tear-down reservation may be passed along to the department overriding the blocked space.