



Elizabethtown College

Scheduling Protocol Approved Student Groups

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 at: <http://schedule.etown.edu>.

Once a scheduling request is received, the Scheduling Office will confirm/deny the request within 72 business hours.

Please note that if your request requires approvals for resources and spaces it may take longer than the 72 business hours. To check the status of your event please contact eventscheduling@etown.edu and refer to the reference number found on your reservation request.