



# Elizabethtown College

## Scheduling Protocol

After careful review of how the scheduling of events is currently handled on campus, and taking into consideration the increasing requests from across campus for services in support of all events, the below policy has been created to address concerns and to improve those services provided. The goal with this new policy, reviewed and approved by Senior Staff, is to streamline services to be more effective in maintaining the high quality that Scheduling clients have come to expect.

Events requiring the support of service providers – media services, event setup, technical operations – must be requested, at a minimum, **five (5) days** before the proposed event time. Event requests received in less than **five (5) days** of the event time may not be able to be supported.

All events requiring the support of catering must be requested at a minimum of **fourteen (14) days** before the proposed event time. Event requests requiring catering received in less than **fourteen (14) days** of the event time may not be able to be supported.

Please be aware that our employees, including student employees, must be able to plan ahead.