

Academic Event Requests and Forms

Who Should Use the Form?

- **Authorized Schedulers:** This form is exclusively for **Scheduling Liaisons**.
- **Non-Academic Events:** For non-credit or non-academic events, contact [CU Events Planning](#).
- **Instructors/Staff:** If you are an instructor or general staff member, do not fill out this form. Instead, contact your specific **Department Scheduler**.
- **Students, Faculty or Staff:** For requests to reserve department rooms, spaces to study, take breaks, join a remote class between in-person classes or to eat a meal, use the campus [Event Management System \(EMS\)](#) to find and reserve a convenient space on campus.

Submission Instructions

Step 1: Determine the Submission Method

- **1–2 Requests:** Use the [online webform](#).
- **5 or more Requests:** Do not use the webform. Instead, [download the multiple submission excel form](#) and email the completed file directly to the [academic scheduling team](#).
- **Definition of One Request:** One request is considered a reservation that includes the same data with one or more dates and/or rooms. Multiple dates should be listed under 'Other Applicable Information' and additional rooms should be listed under 'room preference'.

If the reservation has multiple **times**, please use separate requests for each time variation. For example, if your reservation has an exam that lasts two hours, but an accommodation exam that lasts 3.5 hours, these reservations should be submitted separately even if all other information is the same because the times are different. If you have three accommodation exams on different dates, needing different rooms but have the same time (i.e. 6 p.m.–9 p.m.) this is considered one reservation.

Step 2: Complete the Form Details

1. **Liaison Information:** Your department, full name and CU email.
2. **Event Type:** Select the category (e.g., midterm exam, review session, thesis presentation, film for class, etc.).
3. **Course Details:** Provide the specific course and section number associated with the event.
4. **Logistics:**
 - **Date:** The specific date of the reservation.
 - **Time:** Please use the format 00:00AM/PM - 00:00AM/PM.
 - **Attendance:** **Maximum** number of attendees. Please do not use 'varies' or the minimum number. We need to ensure the fire code is not exceeded.
 - **Room Preference:** Any specific room or building requests (not required).

Step 3: Review and Submit

- Verify all times and dates are accurate.
- Click **Submit**.

Contact Information

If you have questions regarding your submission or need to follow up on a request, email the [academic scheduling team](#).

Important information

Once you have submitted the form, please allow up to 48 business hours to complete your request. When your reservation has been completed, you will receive confirmation from 25Live via email and a resolved email from ServiceNow containing the confirmation number. Please keep this information in a centralized location in case an emergency occurs and we need to ask you to inform any of your department's booked reservations of changes.