

TIMEFRAME	6 weeks or more ( up to one year)	3-6 Weeks	10-15 business days	8- 9 Business days	5-7 business days	5 Business Days or less
<b>Event Space</b>	Event Space can be reserved	Event space should be reserved	Provided space is available, most needs can be accommodated	Space and set up limitations may apply	Space and set up limitations may apply	Space as is, if available
<b>Classroom Spaces</b>	Cannot be reserved, the Semester schedule is not yet final this far out so a space cannot be guaranteed	Can be reserved but PLEASE NOTE - classes are given first priority when it comes to reserving these spaces and the Registrar reserves the right take the room back if they determine it is needed within 10 days before the start of classes up until 2 weeks after classes have begun for the ADD period.	Can be reserved but PLEASE NOTE - classes are given first priority when it comes to reserving these spaces and the Registrar reserves the right take the room back if they determine it is needed within 10 days before the start of classes up until 2 weeks after classes have begun for the ADD period.	Can be reserved but PLEASE NOTE - classes are given first priority when it comes to reserving these spaces and the Registrar reserves the right take the room back if they determine it is needed within 10 days before the start of classes up until 2 weeks after classes have begun for the ADD period.	Can be reserved but PLEASE NOTE - classes are given first priority when it comes to reserving these spaces and the Registrar reserves the right take the room back if they determine it is needed within 10 days before the start of classes up until 2 weeks after classes have begun for the ADD period.	Can be reserved but PLEASE NOTE - classes are given first priority when it comes to reserving these spaces and the Registrar reserves the right take the room back if they determine it is needed within 10 days before the start of classes up until 2 weeks after classes have begun for the ADD period.
<b>Event Posted to Campus Groups</b>	Events can be posted	Events should be posted	Events should be posted	Risk - events can be submitted but not guaranteed they will make it through the entire approval process to be posted	Risk - events can be submitted but not guaranteed they will make it through the entire approval process to be posted	Risk - events can be submitted but not guaranteed they will make it through the entire approval process to be posted
<b>Request Ticketing Services</b>	Ticketing services can be requested	Ticketing services should be requested	No	No	No	No
<b>Custodial Coverage</b> Normal Business hours are 5am-4pm	Yes, Facilities can accommodate the event whether inside or outside of normal business hours. They can accommodate all custom furniture set ups/layouts, including rental furniture, and can provide event coverage.	Yes, Facilities can accommodate the event whether inside or outside of normal business hour. Facilities can accommodate most custom room and furniture set ups/layouts, including rental furniture, and can provide event coverage.	Yes, Facilities can accommodate all events inside normal business hours and most events outside of business hours. Facilities can accommodate most custom room and furniture set ups/layouts, including rental furniture, and can provide event coverage.	Yes, Facilities can accommodate events inside normal business hours ONLY. Facilities can accommodate standard set up and layout requests, including rental furniture, for any event with 100 attendees or less.	Yes, Facilities can accommodate events inside normal business hours ONLY and can accommodate room and furniture set ups/layouts with EXISTING FURNITURE ONLY. Ordering rentals will not be possible.	No
<b>Tents</b>	Yes	Risk	Risk	No	No	No
<b>Catering/Florals/linens</b>	Full/customized menus	Full/customized menus	Full/customized menus	Full/customized menus	Full CaterTrax menus	No
<b>Vendor Contracts</b>	You should be in contact with your vendor and have quotes ready to submit to Student Engagement	Contracts must be submitted in this timeframe. If not, we cannot process the request.	No	No	No	No
<b>Liquor License</b>	Yes	Yes	Yes	Yes	Yes	No
<b>Mashgiach/KVH</b>	Yes	Yes	Yes	Yes	Selections limitations	No
<b>SPS</b>	SPS can be requested	SPS should be requested and confirmed	Risk - SPS may not be able to fit your event into their service schedule	No	No	No
<b>MTS</b>	Packages A-D** available *	Packages A-D** available *	Pckg's A&B * fully available and C&D** limited availability based on resource verification	Pckg's A&B * fully available and C&D * limited availability based on resource verification	Pckg A is available, Pckg B has limited availability. Pckg's C & D** will be unavailable.	Pckg A is available in an "as is" space that doesn't require setup. Pckg's B, C, & D will be unavailable.
<b>Peak Rental Furniture</b>	Yes	Yes	Yes	Yes	No	No
<b>Security Detail</b>	Yes, no restrictions	Yes, no restrictions	Yes, ideal timeframe	May not be possible***	No***	No***
<b>BEMCO</b>	Yes	Yes	Yes	No	No	No

\*Black Out Dates Apply, including but not limited to: Commencement Week, Orientation Week, Alumni Weekend

\*\*If subrental inventory is required to fulfill any pckg C or D order, costs will be shared with the end-user client before equipment reservation.\*\*

\*\*\*Dependent on Officer availability, if an officer is not available, the event may need to be rescheduled

**MTS Packages:**

Package A: Installed Technology, specific to the space reserved

Package B: Portable, temporary equipment rentals

Package C: Hybrid support (if not installed)

Package D: Live multi-camera production/ large-scale staging events