

Required Notice for Event Requests by Detail

Most events require **two months' notice** to ensure the Event Team can fulfill requests. Some items can be accomplished with less notice (e.g., gifts from inventory, creating simple event flyers, ordering parking passes, etc..)

Provide at least **three months' notice** for complex requests including custom orders (e.g. catering, award designs, etc.), multi-day events, or bar service orders.

Please refer to the table for details on the required notice for each event detail option.

Requested Element	Detail	Notice for Initial Request (in weeks)	Final Details Due (in weeks)
Awards for event	custom	10	8
Awards for event	standard	8	6
Bar service		8	6
Catering	small-scale events	4	3
Catering	large-scale events	12	8
Digital Media	livestreaming	8	8
Digital Media	photography	12	2
Digital Media	videography	8	2
Gifts	special order	8	8
Gifts	in stock	1	1
Guest accommodations		8	8
Guest flights		8	8
Invitation for events (Paperless Post)		8	8
IT Support		8	2
Parking	less than five passes	1	1
Parking	more than five parking passes	3	3
Parking	lot reservation	8	8
Printed materials	welcome sign	1	1
Printed materials	brochures and programs	4	3
Printed materials	single-page flyer	2	2
Space reservation	Keller room	8	8
Space reservation	Ifshin 240	4	4
Space reservation	Ifshin 358	4	4
Space reservation	Ifshin study rooms	2	2
Space reservation	Ifshin 225	2	2
Space reservation	External venues	12	12
Space reservation	Davis Center	40	40
Space reservation	Silver Pavilion	16	16
Transportation	group	8	8
Transportation	single guest	3	2