Event Planning Guide

for Catholic University Departments and Organizations

Event Planning Timeline

- **At least four weeks in advance**
  - Submit a space request in 25Live. Events with more complex needs should be submitted at least eight weeks in advance.

- **Three to four weeks prior to event**
  - Connect with the ECS point of contact assigned to the event.

- **Two weeks in advance**
  - Finalize setup and audio-visual details & finalize catering orders.

- **Day of Event**
  - ECS will facilitate or coordinate the space’s equipment and audio-visual setup.

- **Start of reservation**
  - Event host arrives on-site and prepares for their program.

- **End of reservation**
  - Event host removes their belongings, including materials from external caterers, from the space so ECS can prepare for the next event.

Event Planning Considerations

University organizations can advertise their events with flyers. Flyers must advertise a confirmed space in 25Live, an accommodations statement, and contact information of the event’s sponsor. Do not advertise events before a location is confirmed.

DuFour Center spaces and fields are managed by the Department of Athletics, not by Events and Conference Services.

Available Equipment

- Round tables (5ft. and 6ft.)
- Rectangular tables (6ft.)
- Chairs
- High top tables
- Podiums
- Staging
- Backdrops
- Table linens (90" round, 52"x96" rectangular)
- Easels
- Stanchions
- Microphones
- Projectors
- Laptops
- Webcams

Special Event Spaces

- Caldwell Auditorium, Heritage Hall, Maloney Pavilion, Pryzbyla
- Center Great Rooms (A, B, C, or Total)

Meeting Rooms

- Happel Room, O’Neil Conference Room, Pryzbyla Center Conference Rooms (321, 323, 327, 331), Vincent P. Walter Boardroom

Auditoriums

- Aquinas 102*, Gowan 126*, Hannan 106*, Hannan 108 (Herzfeld Auditorium)*, Maloney 203 (Della Ratta Auditorium)*, McGivney 106 (Keane Auditorium)*

Outdoor Spaces

- Curley Lawn, Marist Lawn, University Lawn, University Mall, O’Connell Courtyard, Pryzbyla Lawn, Pryzbyla Patio, Pryzbyla Plaza

Tabling

- Tables one through eight in the second floor lobby of the Pryzbyla Center

Classrooms*

*Available to reserve after each semester’s add/drop period ends

Tips to Expedite Space Confirmations

- Check the 25Live Availability Grid before filling out the event request form.
- Provide an accurate estimate for your expected attendance.
- Clearly define the start and end time of your event.
- Use the repeating pattern function rather than submitting several individual event requests.
- Be as detailed as possible when describing your setup and tech needs.
- Submit your 25Live request more than 30 days in advance to help ensure space availability.

Catering Services

Chartwells can provide catering services for your on-campus event. Information about their services can be found by scanning the QR code.