



## Event Planning Guide

### for Catholic University Departments and Organizations



Pryzbyla Center 204  
202-319-5291

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<https://pryzbyla.catholic.edu/>  
@catholicu\_events

### 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

Items are in limited supply. Arrange for this equipment through your ECS point of contact.

- 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
- Webcam

### Campus Spaces

#### 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:

