



EVENT STATUS KEY FOR EVENT PLANNERS

Status	Description
Pending Space Manager Approval	Request for use of a managed space has been submitted to the appropriate Space Manager's office for approval.
Pending Registrar's Approval	Request for use of an academic classroom has been submitted to the University Registrar's office for approval.
Space Held	Space Reservation has been successfully submitted to the Event Services team and will be added to the queue for processing. <u>The location is secured.</u>
Event Confirmed	All critical event related information has been finalized; services have been scheduled with campus providers . Additional changes can be made, without penalty, until (10) business days prior to the event date.
Event Canceled	Event space and associated services have been canceled with the Event Services office without penalty.