

Event Protocol and Priorities

	Fall Events	Spring Events	Weekday events before 3 p.m., breaks and summer
Priority Events	2 years in advance	2 years in advance	2 years in advance
A	First academic school day in September	First academic school day in January	2 years in advance
B	First Monday in November	Second Monday in March	2 years in advance
C & D	First Monday in May	First Monday in May	2 years in advance

*A maximum of two private events per month will be allowed to reserve space two years in advance for the months September thru March (no scheduling restrictions June, July and August).

Request must be submitted in writing and will not be accepted until the date specified for the appropriate category. After the date, reservations will be accepted for each category on a first come, first serve basis as appropriate based on the event information received.

***Priority Events:** Admissions sponsored recruitment or registration events; polling place, Advancement/Alumni recognition events, University sponsored Homecoming events; large cultural dinners sponsored by a RSO; large private events (limited to 2 per month September thru March; no scheduling restrictions June, July & August).

Category A: Events sponsored by recognized student organization or UW-Stevens Point departments where the majority of participants consist of UW-Stevens Point students, faculty, staff and UW-Stevens Point award ceremonies honoring UW-Stevens Point Students.

Category B: Events sponsored by recognized student organization or UW-Stevens Point departments where the majority of participants do not consist of UW-Stevens Point students, faculty, staff and whose activity is consistent with the University mission, goals, and priorities.

Category C: Events sponsored by non-profit organization, State of Wisconsin agencies, or events co-sponsored by a recognized student organization or campus department in conjunction with an off campus organization and whose activity is consistent with the University mission, goals, and priorities.

Category D: Events sponsored by all other organizations or individual personal events.

