

Event Types



Event Scheduling (Scheduling Services) provides reservation and resource management for all **non-academic activities** occurring on campus.

1. **Athletics & Recreation Events** – This is used for athletics games and recreation center court rentals for any group.
2. **Building Hours** - When scheduling building hours in academic space.
3. **Conferences & Camps** – Large groups that are normally here for more than one day.
4. **Display/Advertisement** – Used when scheduling table spaces in the SURC or Academic Spaces. This is also used for the rolling display cabinets.
5. **Equipment Rental** – When someone is only renting equipment on or off-campus and no space is being used.
6. **Meetings** - Department and off campus groups, sports clubs, ESC groups, and general club meetings.
7. **Performing Arts** – Theatre, Arts & Music Productions
8. **Practice** – Sports, Music, Theatre and other groups that have practices.
9. **Private Event** – Weddings, Receptions or invited guests only. ***NOT ON UNIVERSITY CALENDAR**
10. **Storage/Maintenance** - Used when space needs to be taken off-line for setup, repairs, storage or general maintenance. ***NOT ON UNIVERSITY CALENDAR**
11. **Training/Testing** – Any group using a space for training and testing (HR Training, LSAT, LSAC, Praxis Test)
12. **University Special Events** – Graduation, Orientation, Homecoming, Ware Fair, Boo Central, Speakers, Lectures, Gallery Openings, Exhibits, Visitation Groups, Banquets or Guests of the University.
13. **WCA Advertisement** – Only used for Wildcat Access Advertisements. ***NOT ON UNIVERSITY CALENDAR**

Room 146 in the SURC (behind the Information Center)

509.963.1321 or schedule@cwu.edu

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Academic Scheduling schedules academic events that are **non-credit bearing events associated with a corresponding credit bearing class**. Please associate the course with your class. For example:

Event Name: Math 101 005 Computer Lab

14. R-Class – Practices, Thesis, Presentations, one time extra space request, etc.

15. R-Computer Lab – Computer labs needed throughout the quarter.

16. R-Academic Course Meetings – Study sessions, Seminars, Speakers, etc.

17. R-Exams – Make up exams, testing, anything outside of Final Exams

18. R-AUAP – AUAP use only

Room 140D in Bouillon (Registrar Services)
509.963.3004 or academic.scheduling@cwu.edu