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

Updated: October 3, 2019 (LS)
**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