Scheduling Considerations Checklist

We recommend that you contact Events Management & Conference Services FIRST so that we may help find the right location, considering all factors of yours and other possible events.

Helpful Tips:

☐ Review the How to Request an Event Checklist at (insert link)
☐ Before requesting space on campus, consider:
  • Appropriate space to accommodate # of guests / activity
  • Best utilization of University space
  • Day of the week
  • UC Building Hours - If you need to have building hours altered from regular posted hours, fees may be assessed.
  • UTSA Event Calendar at http://www.utsa.edu/calendar/plan.cfm
  • UTSA Academic Calendar at http://www.utsa.edu/calendar/index.cfm?calendar=academic&date
  • UTSA Holiday Calendar at http://www.utsa.edu/hr/Leave/UTSAHolidays.html
  • Annual University sanctioned events to consider on same day:
    • Roadrunner Days – August
    • Fiesta UTSA – April
    • Commencement – May, December
    • Orientation – May-August
    • Convocation - August
    • Homecoming – September/October
    • Best Fest – November
☐ Confirm space before inviting guest speaker or advertising event.
☐ University space is highly utilized, and therefore availability is limited.
☐ Academic spaces are not available for event requests until after the University Registrar’s census date each semester.
☐ Registered student organizations (RSOs) may not reserve space for events during study days and finals. For more information, review the Student Organization Handbook.
☐ Student organizations will not be assigned space during study days/finals or on any official UTSA holidays when the campus is closed.

☐ Don’t forget to schedule adjoining lobbies, lounges, and other public areas you might use for registrations, receptions, or breaks.
  • Room set-up and tear-down
  • Trash barrels and bags
  • Special cleaning needs
  • Restroom service
☐ Request space at http://www.utsa.edu/calendar/request.cfm.