How to Review Your Event Reservation

Looks like this...

Helpful Tips:

□ Space reservations are each assigned a Reservation Reference number (#2012-AAAAA). This will be used to reference all communication of that particular event with event host/event manager.

□ All email correspondence will be sent to the address provided in your request. Please ensure the email address you provide is correct.

□ Event Status:

  ● **TENTATIVE**: When an event is tentative, it is in the scheduling system awaiting final approval. Event hosts need to review all items on the reservation, make changes, additions, deletions, or any other corrections and submit all forms and requirements before the reservation is forwarded for processing and confirmed.

  ● **CONFIRMED**: It is important to check the reservation booking for accuracy and exact dates, times, resources and locations. This is based on form completion and deadlines. When the event is confirmed, it means you have reviewed for accuracy and made all necessary changes, and you are satisfied with all event details.

  ● **CANCELLED**: An event is cancelled when...

    ▪ It is requested to have the event cancelled (you will receive an electronic confirmation of cancellation).
    ▪ The requestor has been placed on probation due to a university violation.
    ▪ The organization owes the University money.
    ▪ The requestor has not submitted all requirements by the deadlines provided.
    ▪ The organization has not met Board of Regents’ Rules and Regulations or University policies and procedures for event usage.

Always review your event reservation for accuracy and email your events manager at EMCEvents@utsa.edu.

DO NOT advertise before your event reservation is CONFIRMED.