Ad Astra Event Reservation Instructions for UTK Faculty Staff Only

*All meetings/events are subject to approval by the Office of Campus Event Services. Requestors are encouraged to familiarize themselves with the University’s Space Usage Guidelines before scheduling any meeting/event. Failure to comply with the stated policies/guidelines may result in the cancellation of scheduled, pending, tentative, or future events.

**Event Requests** – A gathering of people or a group with the purpose of meeting for an activity or social occasion. May include, but is not limited to, guest speakers, meals/banquets, performances, sporting activities, or any planned occasion involving extra services such as parking, catering, special setup/teardown requirements, or public safety presence. Events must be submitted at least seven (7) days in advance.

1. Navigate to the Campus Event Services website (events.utk.edu) to choose your affiliation
   - UTK faculty/staff event request – required for events hosted by a UTK faculty or staff member on behalf of a university office, department, or unit
   - Student/student organization event request – must be completed by a student or student organization requesting an event
   - External affiliate event request – for use by an individual or group unaffiliated with the University of Tennessee
   - Programs for minors request – must be completed by sponsoring UT Department for events with participation from minors

2. When you choose UTK Faculty Staff, you will be directed to Ad Astra. Create an event directly in Ad Astra by clicking “request an event” and choosing the “Event Request Form – UTK Faculty/Staff”
3. Fill out the designated event request form with all required information
   • Fields marked with an asterisk (*) are required
   • Please provide as much information regarding the requested event as possible to ensure proper vetting and timely approval.
   • If you or your department/unit/organization does not populate or has incorrect information listed, please select “Unlisted” as the contact and fill in your actual name and department in the spaces provided.

4. Click “Add a meeting” to choose a date and time for a single, recurring, or multiple-date event

   **Room Requirements**
   
   You must select "Add a Meeting" to properly schedule your event.
   You must click 'Assign Rooms' to choose your venue.
   You must click 'Assign Resources' to request UTK campus services (Parking, Catering, Safety, etc.)

   ![Add a Meeting](image)

5. Enter start/end times, start/end dates, meeting name, meeting type, and max attendance. Click “Add Meeting”.

6. Click “Assign room” to select a building and room based on availability and capacity
   • Rooms that are unavailable during the selected time will not show up

   ![Assign Rooms and Assign Resources](image)

   • The options that are loaded match the capacity set in the meeting information. You may filter and search for spaces by clicking the plus sign and searching building code next to “Building”.

   ![Filter and search](image)
- Once you have identified the room you would like to book, click on it. The space next to it should turn green and say “selected”. Click “OK”.

7. Click “Assign resources” to add UTK services such as Parking, UTK Catering (Aramark), Facilities Services, UTPD, etc.
   - Any external forms associated with these services must be completed by the event requestor or the service will not be assigned

- Select the appropriate resources for your event, click “OK”
- Campus Event Services reserves the right to assign certain resources to your event if deemed necessary

- Additional questions are asked on the event form regarding specific resource needs. Please be sure to include all requirements for your event.
8. Review the University of Tennessee Space Usage Guidelines and confirm your agreement to the terms and conditions set forth

9. Review form to ensure all required information has been filled in and press submit

10. Once submitted, the event requestor will receive a submission confirmation email (see below). Please note that until you have received a notification of approval, your event is still pending.
   - You may change details to your submission, however each change will trigger a new workflow to begin, pushing back the approval process.

11. Once you have received notification that your event request has been approved, you will need to complete any associated resource request forms if applicable:
   UTK Catering: [https://utcatering.catertrax.com/Index.asp](https://utcatering.catertrax.com/Index.asp)
   Parking and Transit: [https://parking.utk.edu/special-parking-requests/](https://parking.utk.edu/special-parking-requests/)