Event Reservation Checklist

An event is defined as any non-standard meeting occurrence that requires one or more resources. Please review the UTK Space Usage Guidelines before booking an event. Some venues may have additional policies that should be reviewed before your event takes place. Your event must be submitted at least seven (7) days in advance. Contact the Office of Campus Event Services (CES) at campusevents@utk.edu or 865-974-9941 for more information.

To schedule an event:

___ Read and review the University of Tennessee Knoxville’s Space Usage Guidelines
___ Navigate to events.utk.edu to begin booking your event
___ Choose your affiliation with the University from the website’s homepage (i.e. UTK Faculty/Staff, Student/Student Organization, External affiliation, Programs for Minors event)
___ Complete the corresponding event reservation form with required information
___ If you know the space you would like to reserve, you may add it to your reservation
   Please note: the University reserves the right to relocate any event, if deemed necessary
   OR
___ If you do not know the space you would like to reserve, you may:
   a) Reach out to CES for suggestions
   b) View room availability in Ad Astra and make a selection (for UTK affiliated groups only – requires CAS login)
   c) Make no selection – Your event will be marked incomplete and CES will assign a space in accordance with your event needs
___ Request any associated UTK resources for your event:
   ___ UTK Catering provided by Aramark
   ___ Parking
   ___ T Bus Access
   ___ Facilities Services (electrical, set up, trash/waste)
   ___ Building Access
   ___ Police/Security (required for large events)
   ___ Emergency Management (required for large and outdoor events)
___ Review event information on your form and submit
___ 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
   Parking and Transit: https://parking.utk.edu/special-parking-requests/
   Facilities Services: http://fs.utk.edu/

Please allow 1-5 days for event approval. Once your event has been approved, you may contact the venue or CES to coordinate any additional requests.