



CAMPUS EVENT SERVICES

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.