



CAMPUS EVENT SERVICES

Meeting Reservation Checklist

(for Space Approvers Only)

A meeting is defined as any single or recurring standard gathering to discuss university or affiliated organization business. No special services are required (exceptions for catering may be made). Please review the UTK Space Usage Guidelines before booking a meeting. Some venues may have additional policies that should be reviewed before your meeting takes place. Contact the Office of Campus Event Services (CES) at campusevents@utk.edu or 865-974-9941 for more information.

To schedule a meeting:

- ___ Read and review the University of Tennessee Knoxville's Space Usage Guidelines
- ___ Navigate to events.utk.edu or to the [Ad Astra](https://adastra.utk.edu) (adastra.utk.edu) Scheduling Grid to begin your reservation
- ___ Identify the building and room in which you would like to have your meeting
 - *A master list of building names and codes can be found on the CES website
- ___ Click on the scheduling grid and complete the information (time, date, location, event type, contact and customer) associated with your meeting in the dialogue box
 - *If you do not exist as a customer contact or your affiliation is incorrect, please contact CES
- ___ You may set a single, multiple-date, or recurring meeting from this box
- ___ Review meeting information and either "Save" or "Save and Send Notification"
- ___ Check the status of your event on the Ad Astra scheduling grid to confirm approval

Please allow 1-3 days for meeting approval. Meeting approval will NOT generate an approval notification. Please check the status of your event frequently. If this is an immediate request, please contact the venue directly.