



CAMPUS EVENT SERVICES

Meeting Reservation Checklist

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 to begin your reservation
- ___ 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 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
- ___ Review meeting information on your form and submit

Please allow 1-3 days for meeting approval. You will receive an email notification once your meeting has been scheduled.