



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Student Event Request Procedures

- 1) Review all University policies and the University's Space Usage Guidelines (Events.utk.edu)
- 2) Submit the Student Event Request Form on the Campus Event Services website
- 3) If the event/meeting is recurring throughout the semester, please indicate the start date in the date field and list the occurrence pattern in the event details.
 - a. No meeting or event will be scheduling during an administrative closing or holiday.
- 4) The Office of Campus Event Services will reach out to the event requestor once the event request has been reviewed
- 5) Coordinate all other event logistics (i.e. catering, parking, equipment set up, etc.) through the designated UT departments, fees may apply
 - a. UT Dining Services – Aramark

*Some locations on campus are catered exclusively by UT Dining Services.

Dining.utk.edu

865-974-2406

- b. Parking and Transit Services

Parking.utk.edu

865-974-6031

- c. Facilities Services (additional tables and chairs, outdoor electrical supply, trash and recycling needs

Fs.utk.edu

865-974-5346

All event requests are subject to approval by the Office of Campus Event Services. You will be notified via email once your request has been reviewed and either approved or denied.

Please call the Office of Campus Event Services for assistance, 865-974-9941.