Booking Timeline:

1. Ballrooms must be booked 45 days ahead of time
2. Theatre, Gateway plaza, Great Room, Good room have to be booked 21 days ahead of time
3. Multi-purpose rooms have to booked 2 days ahead of time
4. Outdoor tabling has to be booked 2 days ahead of time

Event Planning:

1. Fill out an SEAB on the ASUN website. **THIS IS NOT A RESERVATION.**
2. Contact the Joe Crowley’s Scheduling department or use Virtual EMS to request your event space. It can take up to two business days for a response.
   a. JCSU can be reached at 775-784-6505 or csures@unr.edu
   b. Virtual Scheduling: https://www.cisweb3.unr.edu/emscsu/
3. Once you have a received a confirmation reach out to your event coordinator for a meeting to discuss event details. This should be at least two weeks before the event.
4. Contact catering and ASUN Sound and Lights if needed.
5. Ten days before your event finalize all of your event details with your assigned event coordinator. **ONCE AN EVENT IS FINALIZED NO SIGNIFICANT CHANGES CAN BE MADE!**