Special Event Requests

With classes beginning in a few weeks, I want to remind everyone to make any General Assignment room requests for exams and special events for fall semester as soon as possible. Following is information regarding early deadlines for priority reservations and instructions for making room requests.

Priority deadlines:
The Office of Curricular Services (CS) will be giving room assignment priority to special activity requests received by **first Friday of the semester**. Requests received by this priority date have a greater chance of being assigned the requested classroom space.

The confirmation schedule from CS is outlined below:

1. Events occurring in the **evening** during the first week of classes or on **weekends** throughout the semester will be assigned and confirmed within 24 hours of receipt of the request.

2. **Weekday** events occurring during the first, second, and third weeks of classes will be assigned and confirmed no earlier than one week in advance of the event (e.g., a September 13 event will be confirmed on September 6).

3. Events occurring in the fourth week of classes and later will be assigned during the third week of classes and confirmed by the Wednesday of the following week.

Note: Events occurring during finals week will be assigned during the final week of November.

Instructions for requesting General Assignment rooms:
To request GA room reservations, please send the following information to dbarnish@wisc.edu
> Day(s), Date(s), Time: (e.g. Monday, 9/12, 6:00-8:00 p.m.)
> Course related or not: (yes or no)
> If so, which course? (course number)
> Event type: (e.g. review, movie, speaker, exam, etc.)
> Number of seats needed:
> Exam seating or not:
> Special requests: (e.g. specific room, computer projection, DVD, etc.)

Also, if you haven't yet done so, please register with phpScheduleIt to make online reservations for meeting and seminar rooms in the Psychology building. Instructions for registering and using the online program can be found at:
http://psych.wisc.edu/internal/RoomScheduling.html

Thanks,
Dan Barnish