

## **Advance Planning**

The U.T. Arlington Advance Planning process ensures priority scheduling for major campus events requiring early planning. The purpose of this process is to guarantee space for recurring, campus-wide programs aligned with institutional priorities. Events must meet at least four (4) of the following five (5) criteria:

- Occur annually and have been in existence for three (3) years or more.
- Participation is open to the entire campus community.
- Use major space in the University Center.
- Require contracts twelve (12) months or more in advance.
- Revolve around the University Academic Calendar or University Institutional Priorities.

Major space is defined as Bluebonnet Ballroom in the UC, Brazos Park, and Nueces in Commons. The Advance Planning process is by no means intended to cover all events that will occur on campus or in the University Center. Student Centers and Dining Management personnel will reach out to event planners from around campus who coordinate events that meet these standards. The communicate will include things such as open-request periods, deadlines, and specifics about event requests such as event codes, date ranges, and space limitations. Any Advance Planning reservation that goes unused must be properly and procedurally cancelled through the Student Centers and Dining Management office sometime during the first five (5) business/class days during the semester in which the extraneous reservation takes place. If a reservation is cancelled, then that event will no longer qualify since it no longer occurs annually. Excessive violation of this cancellation policy will result in loss of privileges for inclusion in the Advance Planning process.