

## EVENT STATUS KEY for EVENT PLANNERS

Status	Description
Space Held	Space has successfully been submitted. Location is secure.
Action Needed: Revise Request	Space is incompatible with the event needs. Please review event comments and revise request.
Pending Registrar's Approval	Request for use of an academic classroom has been successfully submitted to the University Registrar's office for processing.
Space Reserved: Enter Services	Event space has been secured. The following details are required to finalize the event: <ul style="list-style-type: none"> <li>• Equipment Needs</li> <li>• Event Diagram</li> <li>• Service Needs</li> </ul>
Services Processing	Service needs have been received and are under review by Service Providers
Pending Cancellation	Critical event related information has not been received. Event space will soon be released.
Event Confirmed	All critical event related information has been received. Additional changes can be made, without penalty, until 10 business days prior to the event date.
Late Request – Event Confirmed	Event request submitted, and accommodated, with less than the required processing time. Service charges may apply. See Deadlines in CRS.
Event Canceled	Event space and associated services have been canceled with the Event Services office.
Late Cancellation	Event space has been canceled without proper notification. Service charges may apply. See Deadlines in CRS.
Pending Space Manager Approval	Request for use of a managed space has been successfully submitted to the Space Manager's office for processing.