**EVENT TIMELINES:**

It is important that you are entering your needs in the correct manner for operational reports.

Event time should be the **ACTUAL** event time. This time is used when directing your guests, for utilization reporting and emergency purposes.

Any time you or your client needs in the location(s) before the event or after the event would go in to the PRE EVENT and POST EVENT time. **DO NOT CUSHION** your event time with this need. Examples of this need would be to put our materials or for the facilitators to discuss the meeting / event after attendees leave the room. (Event Wizard date / time card ... Shown in yellow below)

SET UP and TAKE DOWN are for operational needs. This is where SCHEDULERS place the required 15 minutes between events as well as the required hour if you have requested resources be delivered and set up by Facilities Services. (Tables, chairs, high tops, buffets etc.) If you want to know if your request will have conflicts once this has been added by schedulers, you can add this as well; but not required.