

LIBERTY UNIVERSITY EVENTS

Successful Event Planning

The University Events Office offers a centralized point for event logistics, facility usage, event support, and master calendar services to the Liberty University community and external guests. By providing spaces and event expertise, we work with event planners and resource teams in order to organize successful and safe events in Liberty University facilities.

Liberty University uses 25Live as the main Event Scheduling platform. All aspects of the event must be coordinated with and approved by the Liberty University Events Office. To ensure successful events, we recommend the following step-by-step guide when planning and executing events.

1) Step 1: Searching for an Event Space

- A) **Events Calendar:** Liberty University uses the [Events Calendar](#) to advertise events occurring on campus year-round. The calendar is regularly updated and can give customers an indication of what facilities are available, and when other events are scheduled. Please take into consideration parking, since many facilities use the same parking areas.

2) Step 2: Filling out the University Event Request:

- A) **Event Request:** Liberty University Faculty/Staff and Students should request to use a space by completing the [University Event Request Form](#). Please note that any Event Request submitted less than 2 weeks in advance may be subject to denial. The University Event Request Form will be used as a guide to plan your event, so please include all relevant information. External clients should submit an Event Request via e-mail to events@liberty.edu or by phone 434-592-3511.
- B) **Recurring Yearly Events:** Looking back at previous events can be a great starting point when planning new ones. However, we ask that for each event a new University Event Request form be submitted rather than rolling over forms from a prior year. This helps ensure that every event reflects its unique needs and the most current university policies.
- B) **Securing Event Resources:** The University Events Office works closely with multiple resource teams throughout campus such as Event Support, Campus Production, Access Control, and Custodial, among others. These teams work hard to manage full schedules carefully and request advance notice of Event needs and details. Please make sure to indicate all resources needed for your event on the [University Event Request Form](#).
- C) **Event Timeline:** When completing the form, please make sure to list the actual event start and end times, set up and teardown times, and when you would like the doors to be unlocked. Noting your specific event schedule on every form is essential for coordinating resource teams.
- D) **SGA Event Request Form:** SGA club events requests should be submitted by a student leader from the club. If there are any changes in leadership or if 25Live permissions are needed, the student can connect directly with SGA sga@liberty.edu to ensure they have the appropriate help.
- E) **Catering:** Sodexo Dining Service is Liberty University's exclusive catering service able to use kitchens across campus. Customers should reach out to the current Catering Manager to secure catering services for events.

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Contact information: Sodexo Catering 434-582-2214 or catering@liberty.edu.

3) **Step 3: Event Confirmation:**

- A) **Facility/Space Reservation:** After the Event Request has been submitted, the location selected will be reserved for your event on 25Live. However, the event will remain in a tentative state and will not be confirmed until a University Events contract or confirmation has been sent to the customer.
- B) **Conflicts or Cancellations:** In the case of conflicts or if the event cannot be confirmed as requested, the University Events Office will reach out to the requestor via email to discuss alternative options for the pending event until an adequate solution is reached.

4) **Step 3: University Events Contract:**

- A) **Contract:** After all event resources have been secured, customers will receive an Event Contract that confirms all event needs. This document should contain the event layout, set-up times, facility access times, event materials, sound checks, parking needs, relevant policies, and all locations reserved for the event. We ask that customers carefully read and double check these event details to ensure accuracy. Any changes in details can be addressed to the Event Coordinator via email, but last-minute details or changes can be subject to denial.

5) **Step 4: University Events Survey:**

- A) **Surveys:** After the event has occurred, customers are asked to complete a quick event survey. This survey helps our office to continue improving our customer experience and our systems and processes.