

EVENT TIMELINE

Leading up to your event

3 WEEKS

Event Space must be reserved in 25Live.

If applicable, [Food Release Form](#) and [Alcohol Approval Form](#) must be submitted.

2 WEEKS

Hold your Event Review meeting.

Schedule an Event Review [here](#).

10 DAYS

Deadline for requesting Audio/Visual Equipment.

3 DAYS

Event Cancellation must be received in writing.

Full payment for staffing and equipment will be charged.

20 DAYS

If applicable, reserve a Rain Site for your event.

1.5 WEEKS

Deadline for requesting a change to your Event Time or Staff.

1 WEEK

Deadline for requesting layout changes.

24 HOURS

Rain Sites must be either confirmed or released.

Billing Timeline

Groups that are subject to fees will receive a fee proposal prior to the event. Following the event, a final invoice will be sent reflecting any updated charges. Final payment will be due 10 business days upon receiving the final invoice.