

Scheduling Guide and Rules for SGA Groups

1. Your request needs to be to me at least 7 business days before your event.*
2. One person from the Exec board should be the one to send me the event information to schedule every time.
3. If you require media there is a separate form to fill out which can be found here <https://its.ptsem.edu/ay>. **Read the instructions before you request media. This has to be done by your moderator.**
4. If you want food or drink, it requires a separate process which can be found here <https://ptsem.catertrax.com/shoppolicies.asp?intOrderID=&intCustomerID>. **Read the instructions before you request catering, specifically the room requirements. This has to be done by Kaylena Charpentier (kaylena.charpentier@ptsem.edu), the SGA Treasurer. Please send her your needs and she will order them. She needs your request 7 days in advance.**
5. I will put in the room request for you but it **has to be approved by Chrissy Asterito for it to be final**. I will send you the confirmation once I get it.
6. No events are allowed to be scheduled at the same time as an endowed lecture.
7. Approval processes for scheduling Miller Chapel and Gambrell Room take longer.
8. The Atrium in the library is not available to be scheduled for student group events.

*Please **try to get me your full year of requested events by October 31, 2015**. The schedule for the spring will be filling up quickly and if you want to schedule anything in the spring, it would be best to get it to me this semester.

If you have any questions or concerns, please email me at sga@ptsem.edu or at katherine.bedford@ptsem.edu.