

THINGS TO KEEP IN MIND

WHEN PREPARING FOR PRIORITY SCHEDULING

1

WHO SHOULD SUBMIT REQUESTS

To ensure efficiency in scheduling, make sure no more than three (3) members within the Organization submit requests.

The member submitting the request will be the Primary Contact, make sure the submitter is not a graduating senior.

2

PRIORITIZE EVENTS

Each group will first be given one (1) major event and one (1) recurring request. **To communicate your rankings, please be sure to list the event ranking in the "Additional Information" portion of the request form.** Additional events and/or recurring requests will then be scheduled as submitted/available.

3

SHOWS/ PERFORMANCES

There is a limit of two (2) per semester within Sadler. Each show may only include a max of 3 performances, one of which may take place during the evening on the weekend.

Rehearsals will only be scheduled after 9pm. Only two (2) tech rehearsals are guaranteed.

4

PRACTICES

Weekly practices/rehearsals held in Sadler will be scheduled a max of four (4) hours per week. **Orgs beginning at 10pm may schedule a max of six (6) hours per week.** Additional hours may be requested during the semester based on availability. **Individual practices/rehearsals are limited to a 2-hour max.**

5

RECURRING EVENTS

Best location will be determined by SUE staff based on event details provided. **Recurring reservations in Sadler are on not permitted on Friday and Saturday.** Classroom reservations may be bumped for academic course scheduling. **Due to the unique configuration of Tidewater and Chesapeake, recurring reservations in these spaces are at greater risk for bumping.** SUE will do its best to accommodate rescheduling but cannot guarantee.