

# I want to hold an event on campus.

Have I received programming information from the Campus Activities Center?

YES!

NO!

Is the event a general body meeting or executive board meeting?

YES!

NO!

General body meetings and executive board meetings should continue to be held virtually, but specific exemptions may be made. Please fill out an Information Request Form or contact Mina Koller or Chris Kazmierczak.

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Will the event have more than 50 people?

YES!

NO!

Events that will have more than 50 people or will offer food must be reviewed by the Campus Activities Center and La Salle's COVID-19 response team. Please fill out an Information Request Form or contact Mina Koller or Chris Kazmierczak.

Will the event have food?

YES!

NO!

Do you have access to the Event Management System?

YES!

NO!

Do you know how to use the Event Management System?

YES!

NO!

Does your organization have a functioning Presence page?

YES!

NO!

Do you know how to use the Presence page to track attendance?

YES!

NO!

Please contact Kyra Spoto for more information on how to reserve space for your event.

Please fill out an Information Request Form or contact Mina Koller or Chris Kazmierczak for more information.

Go ahead and reserve space for your event!