

## Event Confirmation

Test

*Your event is not confirmed until you have received an email and this PDF from CRES. If something is incorrect or missing, contact the CRES office as soon as possible to correct any errors.*

**Title:**

**Event Reference:** 2020-ACWXMA

**Event Last Modified:** Mar 23 2020 2:50 PM

**Current Event State:** Tentative

**Requestor:**

**Phone:**

**Email:**

**Scheduler:**

**Phone:**

**Email:**

*All events are saved in the "Tentative" state. This allows CRES to go into your reservation and make any updates to your event.*

**Organizations:** CONF., RESERVATIONS & EVENT SERVICES

## Important Information

Please review confirmation for accuracy and notify the CRES office of any changes or for clarification. Note that room assigned may be different than that requested and that some requested dates may not be available.

Cost estimate and invoice information is at the bottom of this confirmation.

The CRES Office reserves the right to substitute space or move a group when necessary to best meet the needs of all users.

Event approval is based on the original request and is not guaranteed should the nature or the requirements of the event change. All changes should be submitted to the CRES Office a minimum of 10 days prior to the event.

Users agree to abide by all guidelines set forth by the CRES Office, the University, and the facility used and take responsibility for the use of space reserved, physically, and financially.

## Event Comments

Test

Event Contact Name, email, phone

*This is the start and end time of your event.*

*This is what time you can access the space, prior to the event starting. "Pre-event time" is when you can rehearse, decorate, etc. Any time before this "doors open" time is reserved for facility to set up for your event. You will not be able to access the space until the "Doors Open" time.*

## Event Occurrences

Fri, Dec 25 2020

**1:00 PM - 5:00 PM, Test**

Head Count: Exp: 0, Reg: 0

*Reserved: 11:00 AM - 5:00 PM, Doors Open: 12:00 PM*

**Location**

Student Union 340 G-I

**Instructions**

Layout: Rounds of 10

*Location is the space you have reserved.*

*This is how your room will be set up.*

**Event Confirmation**

**Event Name:** Test

*This is the list of resources requested for the event.  
Please make sure this is accurate.*

**Event Occurrences**

**Fri, Dec 25 2020**

1:00 PM - 5:00 PM, Test

Head Count: Exp: 0, Reg: 0

*Reserved: 11:00 AM - 5:00 PM, Doors Open: 12:00 PM*

Qty	Resource	Instructions
1	AV Technician-Student Rate	*2 hour minimum
2	Mic-Wireless (specify hand or lav)_Union	*tech time charged will include the time it takes to setup and strike equipment

**Sat, Dec 26 2020**

1:00 PM - 5:00 PM, Test

Head Count: Exp: 0, Reg: 0

*Reserved: 11:00 AM - 5:00 PM, Doors Open: 12:00 PM*

**Comments:** no space assigned

*There is not a space assigned or reserved on this day.*

**Sun, Dec 27 2020**

1:00 PM - 5:00 PM, Test

Head Count: Exp: 0, Reg: 0

**Occurrence cancelled**

*Reservations on this date have been cancelled.*

**Estimated Cost**

Test			
	Price	Adjustment Reason	Total
<b>Reservation</b>			
<b>Resource Charges</b>			
AV Technician-Student Rate (1)	\$0.00	\$84.00 estimated time	\$84.00
<b>Subtotal For: Reservation</b>			\$84.00
<b>Event Total:</b>	<b>Test</b>		<b>\$84.00</b>

*This is the estimated cost for your event.  
You will receive a complete invoice within 30 days after your event.*