Scheduling Tier Addendum

**Tier 1:**
Blackout dates or big/complex events regulated by the academic calendar or outside calendars that typically occur annually. These should be scheduled 2 years out:

- University Holidays
- Commencement, Commencement Eve Reception, End of Year Receptions by School – Black Out
- President’s Circle Dinner/Alumni Weekend / Homecoming
- State Track Meet
- BOT Quarterly Meetings
- MFA Low-Residency Program
- Dispute Resolution Institute
- Honors Week Events
- Piper Preview
- Piper Passages
- Law Orientation
- Graduate Admission Orientation
- Convocation
- Parent & Family Weekend
- MPCC Private College Week
- Athletic competitions that require the use of the Athletic Facilities (i.e. Football Games/Track Meets)
- Big UG Admission events: Scholars Day, Fall Visit Days, Admitted Student Days
- End of Year School Receptions/Banquets (i.e., for all graduates of the school, not a niche program: HSE, Law, HSB, CWP)

**Tier 2:**
Events with revenue impact but which have some flexibility as to dates

- Back to School Bash
- Summer Camps
- All Admission Events, Info Sessions
- Other Summer rentals
- Endowed lectures (Alkire, Malmstrom, Mitsch, Mahle, Hanna)
- UG End of Year Party
- Other specialized end of year events (Hedgeman, McVay, etc)
- Weddings

**Tier 3:**
Recurring but flexible meetings with outside constituents

- Alumni Board Meetings
• Class Agent Meetings
• Alumni Professional Development events
• Large student events
• Law School Events (Mediation Training, Health Law, JLR, etc.)
• Benefits Open Enrollment Information Sessions

**Tier 4:**
Flexible events, or events with specialized facilities reserved for its use, such as athletics

• Model UN Conference
• NSM Selection
• Room Selection
• Thanksgiving for Scholars Brunch
• MEA Conference
• Practice Interview Program
• Hedgeman Center Events (Black History Month, World Fest, This is My Story...)
• Formers Luncheons
• Athletic Practices / Meetings
• Rec Sports
• HR Wellness programs
• Re-occurring internal meetings
• Student Events (large re-occurring events often get scheduled by the advisor ahead of time)
• Outside Rental Groups
• Affiliated Groups (who want to use our space for free)
• First Year Student Job Fair
• Office Olympics – Student Appreciation Week