Weather your event is major or minor is usually determined by your event spaces and how many people are attending.

Major events spaces include, but are not limited to: Dewberry, HUB Ballroom or the CFA.

University resources used such as funding or catering also help determine the size of the event.

All event checklists MUST be turned in **10 business days** before the event date. **No exceptions.**

When contacting Events Management with questions about and event, it is required and also very helpful to have the reference number in hand.

When in doubt, email Events Management at hcrandal@gmu.edu.