Adding Setup, Pre-Event, Post-Event, and/or Takedown Times to Events

Setup/Takedown and Pre-Event/Post-Event times are not required when creating an event. These times are presented as a convenience to help plan for the extra time that events commonly need.

Notes:
- For any events taking place in an Events & Conferences-managed location, the appropriate amount of setup and takedown time will be added for you. If you need additional time for your own needs, you may add pre-event and post-event time. When doing so, please indicate in the Comments box why you are adding this time.
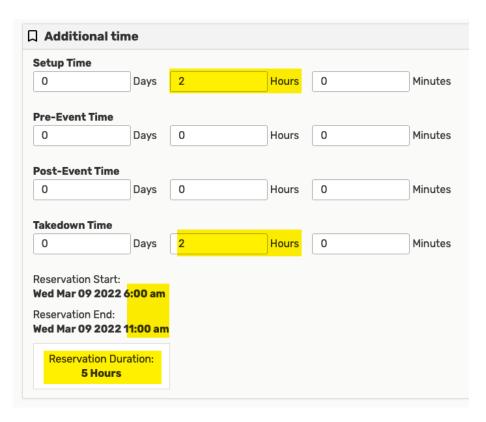- Setup and takedown time is not typically added to reservations for classrooms

Options
- **Setup Time**: the time is intended for setting up your event location, and the location is closed to event attendees during this time.
- **Pre-Event Time:** the location may be open during this time for attendees to take their seats and socialize, but the event has not officially begun. You can also use this time to prepare before the event actually begins.
- **Post-Event Time**: During the time, you might want to allow attendees to socialize and make their way out of the location. You can also use this time for breaking down any items you brought and set up at the event
- **Takedown Time:** this time is used for cleanup and removing equipment and returning the room to its regular state before the event began

These Times Are Added to Your Event's Total Time

Example 1: No Additional Time needed; event duration 1 hour

Example 2: I added 2 hours of setup time and 2 hours of takedown time, which increased my event time from 1 hour to 5 hours

Removing or Changing Setup, Pre-Event, Post-Event, and/or Takedown Times

Find the event you wish to edit. To remove or change those times, you can either click Edit Event in either spot on the Event Form.

Navigate to the additional time column and you can edit the times from there. Just remember to hit save to save your changes.

Change: 2 hours of Setup Time and 2 hours of Takedown Time changed to 1 hour of Setup Time and 1 hour of Takedown Time