



Campus Reservations and Events (CRE) is a student-centered department that provides exceptional guest and client services, event coordination and venue management through which student employees take part in hands-on experiential learning that is focused on engagement, innovation and professionalism. By anticipating the needs of the campus community, we create environments that are inclusive, accessible, innovative and help deliver the No. 1 Student Experience.

BUILDINGS AND SPACES MANAGED

3 >    **16**
Buildings Classrooms in Brackett Hall

OUTDOOR SPACES:

- Amphitheater
- Bowman Field
- Carillon Gardens
- Hendrix Breezeway — four spaces
- Hendrix Lawn and two plazas
- Library Bridge — five tabling spots
- Military Heritage Plaza
- North Green
- President’s Lawn
- President’s Rotunda
- Reflection Pond
- Schilletter Plaza
- Scroll of Honor
- South Campus Green
- Vickery Horseshoe

Venues have decreased in FY24 due to Memorial Auditorium renovations and the demolition of the University Union.

RESERVATION AND EVENT COORDINATION

37 Indoor spaces **29** Outdoor spaces **6,337** Total number of events and reservations processed and coordinated in FY24 **4** Doctoral hooding ceremonies **11** Undergraduate and Master’s ceremonies

CLIENT SATISFACTION SURVEY:

95.6% of clients strongly agreed or agreed that they had a positive experience with CRE’s reservation services, events services and operations staff (N = 296)

“The room was setup perfectly and the employees who were on-site to assist with technology were very helpful.”
— Client Testimonial

“We had a great and communicative Student Event Coordinator to contact as we were planning our event and everything went smoothly!”
— Client Testimonial

FEATURED SPACES

SPECIAL EVENTS REVIEW BOARD (SERB):

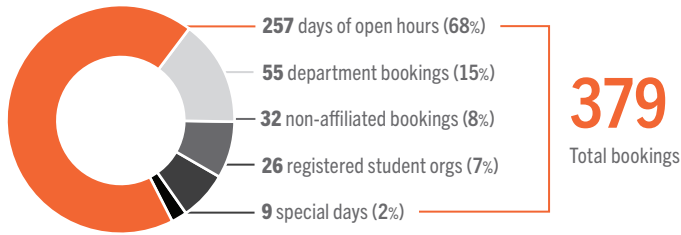
Events that enter the process are reviewed by emergency personnel, facilities representatives and event coordinators to ensure all parties involved in events are aware of the details, voice any questions or concerns they may have and request additional information. **368** events reviewed in FY24.

BARNES CENTER:

25.5% Increase in bookings from the previous fiscal year

FY23	220 total bookings
FY24	276 total bookings

SAMUEL J. CADDEN CHAPEL:



Features

- Open hours included additional Sunday's in the Spring 2024
- Extended hours leading up to midterms in Fall 2023 and finals week May 2024
- Special days included **seven** home football games, Christmas Day 2023 and Easter Sunday 2024 by request from Donor Relations/Development
- Samuel J. Cadden Chapel received new furniture

STUDENT EMPLOYEE DEVELOPMENT

Campus Reservations and Events provides students with the opportunity to gain and apply transferable skills and leadership skills. Student employees serve in a variety of capacities and can lead in managerial roles over other students and serve as liaisons to the department when professional staff are unavailable.

55
Average student employees

20
Average student employee managers

100%
N = 18
of student managers strongly agreed or agreed the experience helped them successfully communicate

100%
N = 18
of student managers strongly agreed or agreed the experience helped them grow personally

Increasing Leadership Knowledge:

"Throughout having this position, my definition of leadership has changed. I no longer view leadership as holding a big role or making massive decisions. Now, leadership to me is stepping up to the plate with others need help — even when it is something small. It is more about being a good role model and mentor in the day-to-day."

— Student Employee Manager

Utilizing Leadership Skills:

"When we have multiple tasks at hand needing to be completed simultaneously, I communicate with the team and delegate some tasks to a part of the team based on their experience, ability and willingness to perform the said task."

— Student Employee Manager