

OSE SERVICE DEADLINES

SERVICE	NO. OF DAYS REQUIRED
VENUES	
CLASSROOM RESERVATION	2 WORKING DAYS
HALL RESERVATION	6 WORKING DAYS
REQUEST FOR CTMS & MEDIA SERVICES	2 WORKING DAYS FOR ACTIVITIES TAKING PLACE DURING WEEKENDS KINDLY NOTE THAT TRANSPORTATION COST FOR SUPPORTING OFFICES NEEDS TO BE PAID CASH PRIOR TO EVENT DATE
REQUEST FOR HALL AND OUTDOOR SETTING	2 WORKING DAYS
PROMOTIONAL	
BOOTH RESERVATION	IF YOU HAVE ALREADY RESERVED YOUR BOOTH AT THE BEGINNING OF THE SEMESTER DURING "BOOTH FIGHT" YOU WILL NEED TO CONFIRM YOUR RESERVATION EVERY TUESDAY BY EMAIL
BANNER, TRIPODS & SANDWICH BOARDS RESERVATION	6 WORKING DAYS
THE BUZZ	BUZZ IS PRODUCED EVERY SUNDAY DEADLINE FOR SUBMISSION IS THURSDAY
SPONSORSHIP ACTIVITIES	
APPROVAL OF BENEFIT PACKS	10 WORKING DAYS
REQUEST FOR CONTRACTS	2 WORKING DAYS
VENDOR CONTRACTS & CHEQUES	
REQUEST FOR VENDOR CONTRACTS	5 WORKING DAYS
REQUEST FOR CHEQUES	3 WORKING DAYS
MISCLLENEOUS	
SECURITY PERMITS	1 WORKING DAYS MATERIALS THAT NEED SAFETY OR FOOD SERVICES APPROVAL, ETC NEED 5 WORKING DAYS
REQUEST FOR DONATION RECEIPTS	1 WORKING DAYS
ACTIVITIES REQUESTING APPROVAL OF SAFETY DEP'T	5 WORKING DAYS
REQUEST FOR GOLF CARTS	3 WORKING DAYS
REQUEST FOR OFFICIAL LETTERS	2 WORKING DAYS
REQUEST FOR FOOD SERVICES	5 WORKING DAYS

For activity planning, financial responsibility, room or hall reservation, promotional material, request for contract, donation box request, please check out the [OSD online forms](#)

Conference and Visitor Center	Capacity
Bassily Auditorium	1,255
Moataz Al Alfi Hall	200
Meeting room P019	100
Meeting room P022	100
Meeting room P021	50
Mary Cross Lecture Hall	150
Mohamed Shafik Gabr Lecture Hall	150
Lecture Hall P007	150
Fathi Samara VIP Lounge	15
Outdoor Spaces	
The Allam Amphitheater	3,000
CVC foyer	
University Garden	300
University Garden Pergola (across admin build'd)	
Henkel Egypt Platform	15
Games area 1 (behind the food court)	
Games area 2 (behind the sports center)	
Larry H. Hyde Terrace (Alfi terrace)	
Leheta and Elfarouki courtyard (Pergola)	
Waleed P071 (terrace)	
Waterfalls Area (behind the residence)	
Dr. Hamza Alkhali Information Center	
Welcome Lounge	40
Prince Alwaleed Hall, Waleed Bldg P071	100
Tahrir Campus	Capacity
Ewart Hall	995
Hill House 601	15
Hill House top floor 602	140
Oriental Hall	140
Bartlett Fountain	250