

SERVICE DEADLINES

SERVICE	NO. OF DAYS REQUIRED
VENUES	
ROOM RESERVATION	2 WORKING DAYS
HALL RESERVATION	7 WORKING DAYS
CTMS & MEDIA SERVICES REQUEST	4 WORKING DAYS
SPECIAL HALL SETTING REQUEST	2 WORKING DAYS
PROMOTIONAL	
BOOTH RESERVATION	BEGINNING OF EACH SEMESTER EXTRA BOOTH ARE RESERVED ON FIRST COME FIRST SERVE BASIS; AT LEAST 5 WORKING DAYS PRIOR TO INITIAL DATE
BANNER RESERVATION	5 WORKING DAYS
TRIPODS & SANDWICH BOARDS	5 WORKING DAYS
LIBRARY SCREENS RESERVATION	3 WORKING DAYS
THE BUZZ	MONDAY ANNOUNCEMENTS TO BE SENT ON THURSDAY AT 12 NOON THURSDAY ANNOUNCEMENTS TO BE SENT TUESDAY AT 12 NOON
SPONSORSHIP ACTIVITIES	
APPROVAL OF BENEFIT PACKS	10 WORKING DAYS
CONTRACTS REQUEST	2 WORKING DAYS
VENDOR CONTRACTS & CHEQUES	
VENDOR CONTRACTS REQUEST	2 WORKING DAYS
CHECKS REQUEST	3 WORKING DAYS
TICKET & TAX PROCESSING REQUEST	7 WORKING DAYS
MISCELLANEOUS	
SECURITY PERMITS	1 WORKING DAY
DONATION RECEIPTS REQUEST	2 WORKING DAYS
SAFETY REQUEST	4 WORKING DAYS
GOLF CARTS REQUEST	3 WORKING DAYS
OFFICIAL LETTERS REQUEST	2 WORKING DAYS
FOOD SERVICES APPROVAL	3 WORKING DAYS
CO-CURRICULAR TRANSCRIPT REQUEST	2 WORKING DAYS

***SUBMITTING YOUR REQUEST DOES NOT MEAN THAT IT IS APPROVED OR AVAILABLE**

****WORKING DAYS: MEANS EXCLUDING THE WEEKENDS AND OFFICIAL HOLIDAYS**

Conference and Visitor Center **Capacity**

Bassily Auditorium.....	1,255
Moataz Al Alfi Hall.....	200
Meeting room P019 (with kitchenette)..	100
Meeting room P020.....	50
Meeting room P022.....	100
Mary Cross Lecture Hall.....	150
Mohamed Shafik Gabr Lecture Hall.....	150
Lecture Hall P007.....	150

Outdoor Spaces

The Allam Amphitheater.....	3,000
University Garden.....	300
Henkel Egypt Platform.....	15

Dr. Hamza Alkholi Information Center

Welcome Lounge.....	40
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Prince Alwaleed Hall, Waleed Bldg

P071.....	100
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Hatem and Janet Core Academic Center

Mansour Hall.....	220
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