



# How To Schedule A Room For Lasonde Events

## Who To Contact

- **For large room reservations** (like classrooms or lecture halls) please contact the University Scheduling Division.

When calling the University Scheduling Division ask for Liz Johnson or Stephen Hill.

- **For special event rooms** (like Pat Child Hall or outdoor spaces) Please contact the External Relations Office at the David Eccles School of Business

When calling the External Relations Office ask for Cory Nelson.

- **For small rooms** (like breakout/study rooms ) or other questions about facilities, special event preparation requests... in the SFEBB please contact the Events and Programs department of the Dean's Office.

When Calling Events and Programs department ask for Bryan Whipple or Heather Tennant.

### Scheduling Division

201 S. 1460 E., Room 40  
Salt Lake City, UT 84112  
Phone: (801) 581-7854  
Fax: (801) 585-7524  
scheduling@utah.edu

### External Relations

801-587-8378  
alumni@business.utah.edu

### Dean's Office, Events

Bryan Whipple  
(801) 581-2252  
bryan.whipple@eccles.utah.edu  
Heather Tennant  
(801) 587-8183  
rooms@eccles.utah.edu

## Check Room Availability

The University has an online room scheduling program called **Astra** that will help you plan event locations, dates, times, and check room availability for events you have planned. To access Astra see directions below or go to the scheduling department's website <http://registrar.utah.edu/scheduling/>.

**Go to Astra Guest Portal** - <https://astra.utah.edu/AstraProd/Portal/GuestPortal.aspx>

**Go to "Calendars" Tab**

**Go to "Choose Calendars" drop down menu**

**Select "Business Area" or which ever area of campus you need to find a room**

**Search dates and times for room availability**

## When planning don't forget...

DATE



TIME



LOCATION



SIZE OF EVENT

