

HAYDEN LAWN EVENTS



Sun Devil Suggestions

Why Hayden Lawn?

Located in the center of campus, Hayden Lawn is an ideal setting for large events on campus. Whether you're hosting a special event or need space for an informational display, Hayden Lawn is the place as its location naturally attracts hundreds of passerby's throughout everyday.

Outdoor Programming Reservations & Regulations

Registered student organizations can schedule use of Hayden Lawn through Memorial Union Event and Meeting Services (EMS). This office is located in MU 182 next to the Info Desk.

To reserve Hayden Lawn, submit an Outdoor Events and Sales Request to Event and Meeting Services at least two weeks prior to your event. The Outdoor Events and Sales Request can be found on the Event and Meeting Services website (located on this page under "Resources") or at SORC. If Hayden Lawn is not available for your preferred dates, you can try the Student Services lawn or Zone 3, located just north of the Memorial Union.

Amplified events outdoors will only be approved from **11:30 a.m. to 1:00 p.m.** Additionally, for all amplified events on Hayden Lawn, student organizations **must notify** the appropriate offices affected by the event (academic classrooms, Hayden Library) five (5) days prior to the activity. A list of contacts is available at EMS.

Before requesting space, please review the policies associated with holding space on the mall/lawn under the Student Affairs Policies and Procedures Manual under "Scheduling Outdoor Campus Activities Areas."

Resources

Be sure to attend the Student Organization Information Sessions. These helpful sessions provide specific information about your rights and responsibilities as a registered ASU student organization.

To learn more about Hayden Lawn events, review the *Student Organization Resource Guide and Policy Manual*. Visit the Event and Meeting Services website for additional information:

<http://www.asu.edu/mu/reservations.htm>

And check out these other *Best Practices* that will help you when planning your next event:

- *Event Planning*
- *Hosting a Guest Speaker*
- *Collaborating with other student organizations/ Coalition Building*
- *Reserving Space on Campus*
- *Requesting Funds from*

And remember...

The most important point to remember is to **PLAN AHEAD**. Larger events are usually complicated and involve more logistical details that need to be worked out as far ahead of time as possible. And stop by the SDIC on the 3rd Floor of the Memorial Union...we are here to help you with your event.