SCHEDULING AN EVENT

Have you ever scheduled your event only to learn—once the planning process has begun and the event date set—that there is a competing event on the same day? Don’t take your chances and cross your fingers that those invited will pick your event. Civic and religious holidays, major sporting events, and regional festivals should be taken into consideration when selecting a date for your event.

ALUMNI ASSOCIATION SIGNATURE EVENTS

Avoid scheduling an event too close to other major UChicago events that would prohibit attendance by alumni. Check the Alumni Association event calendar for signature dates to avoid.

RELIGIOUS OR NATIONAL HOLIDAYS

Major US religious and civic holidays where conflicts are likely to arise include, but are not limited to, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year’s Eve, Rosh Hashanah, Yom Kippur, Passover (first two days), Easter Sunday, Hanukkah, Kwanzaa, and Ramadan.