

External vs. Internal Department Events:

- In order to be considered internal, an event must be sponsored, planned, and executed by a Department within Liberty University
- Outside guests are permitted at events, but this must be clearly stated in the Event Request Form
- If the event is ticketed, all ticketing is required to go through the Liberty University Ticket Office. No outside ticket services are permitted to be used.
- If an SGA Club or Internal Department would like to partner with an External Organization, all communication in reference to requests, execution, and responsibility for the event would need to come directly from a Liberty University Faculty/Staff member.
- If the event, does not meet the above requirements, it would be considered an external event. The standard contracts and rental fees would apply. For more information, please visit <http://www.liberty.edu/administration/universityscheduling/index.cfm?PID=30896>