

Events & Space Booking



Five ways to bring your work into our building — and the right front door for each one.



START HERE

Five ways to engage

Partners and affiliates work with our spaces in a handful of distinct ways, and each one has a different front door. Find yours below, then turn to that section for the details.

01

Host your own event

Your programming, your promotion — hosted in one or more of our spaces.

Book it yourself in Skedda

02

Build an event with us

We help shape the program, promote it, and / or staff it alongside you.

Start with the intake form

03

Teach a full course here

Affiliated faculty can run 8- or 16-week classes in our classrooms and studios.

Submit the course request form

04

Bring your class for a session

A single class meeting, workshop, critique, or working session in an SCD space.

Book it yourself in Skedda

05

Show work in the building

Exhibits, installations, final projects, and public presentations.

Coordinate with SCD staff

THE QUICK TEST

Are you asking for our space, or for our team? That answer picks your path.

Hosted events

A hosted event is entirely your own programming, promoted by you, and simply held in one or more of our spaces. You don't need us in the planning room — you need a room.

YOUR PATH • HOW IT WORKS

- 1 Find an available date, time, and space at **designcenter.skedda.com**.
- 2 Submit your request and watch for the confirmation email.
- 3 Reserve the full block — setup and teardown included.
- 4 Run your event. Return the space the way you found it.

DON'T GO STRAIGHT TO SKEDDA IF...

- You need AV support beyond what the room provides by default.
- You're planning a conference-style event across multiple rooms or days.
- You want guidance on which space actually fits what you're doing.
- It's your first event in the building.

STAYS WITH YOU Promotion · registration & RSVPs · day-of staffing · materials · setup and teardown · catering · follow-up

Collaborative events

A collaborative event is one we build together. The expectation is that SCD staff help program it, promote it, and / or staff it. Because that's a commitment of our people and not just our rooms, don't start in Skedda — start with a conversation.

YOUR PATH • HOW TO START

- 1 Complete the **collaborative event intake form**.
airtable.com/appHIHMLGiR6NQcUR/pag398qMjrupAJWD7/form
- 2 We review it and follow up to schedule a planning conversation.
- 3 Meet with Emily Bear (Associate Director of Strategic Marketing & Engagement) and Dawn Bohn (Director for Faculty and Academic Engagement).
- 4 Together we agree on scope, roles, and dates — then the space is held.

COME PREPARED TO TALK ABOUT

The goal. What should this event actually accomplish?

The audience. Who is it for, and roughly how many?

The ask. Which parts do you want SCD to take on?

Your capacity. What are you bringing — people, budget, content?

The timeline. Target dates and promotion runway.

IMPORTANT

Submitting the form starts a conversation — it isn't a confirmed booking. We hold space once scope and roles are agreed.

Who does what

The difference comes down to where the work sits. Use this to sanity-check which one you're actually proposing.

	HOSTED EVENT	COLLABORATIVE EVENT
Program & content	You	Developed together
Promotion & marketing	You, through your channels	Shared — SCD channels included as agreed
Registration & RSVPs	You	Agreed during planning
Space booking	You, in Skedda	SCD holds the space once scope is set
Room setup & teardown	You	Agreed during planning
AV support	Room default — ask early for more	Scoped with our AV team up front
Day-of staffing	You	Agreed during planning; SCD staff may be present
Materials & costs	You	Agreed during planning
Documentation & follow-up	You	Shared

RULE OF THUMB If more than one row lands in the right-hand column, you're planning a collaborative event — talk to us instead of booking.

Courses in our classrooms

Affiliated faculty can hold full 8-week or 16-week courses in SCD classrooms and studios. This is scheduled separately from normal space booking — please don't put a semester-long course into Skedda.

YOUR PATH • HOW TO REQUEST

- 1 Submit the **course request form** — it's the only way to request a full course.
airtable.com/appHIHMLGiR6NQcUR/pag01DERMmvh6e5RI/form
- 2 Include your course number, course title, and enrollment cap.
- 3 Helpful to add: term, meeting days and times, and the kind of activity you run in class.
- 4 We'll confirm your assigned space once the term schedule is built.

HOW SPACE GETS ASSIGNED

- DTX courses are placed first. Affiliated courses are slotted into what remains.
- You may not get your preferred classroom if it conflicts with one of our courses.
- We will assign a space that fits your seat count and your class activities.
- The earlier we hear from you, the more room we have to work with.

WORTH SAYING OUT LOUD

Tell us how you teach, not just how many seats you need — movable furniture, wall space, and messy work all change the answer.

Single class sessions

Bringing your class in for one particular activity — a workshop, a critique, a build day, a guest session? That works exactly like a hosted event.

YOUR PATH • HOW IT WORKS

- 1 Book an available space yourself at **designcenter.skedda.com**.
- 2 Reserve the whole block, including setup and cleanup time.
- 3 Check the room capacity against your actual enrollment, not your roster cap.
- 4 Want advice on the best space for what you're planning? Email **eknigh3@illinois.edu**.

FLAG IT WHEN YOU BOOK • TELL US IF YOU NEED...

- Furniture you can move, reconfigure, or push aside.
- Wall or pin-up space for critique and review.
- AV beyond what the room provides by default.
- Anything messy, loud, or that leaves material behind.

A GOOD HABIT Book the session as early in the term as you can. Rooms that suit hands-on work are the first to fill.

Exhibits & installations

Exhibits, installations, final projects, and public presentations are coordinated directly with SCD staff — Emily Bear and Neil Pearce. These are not Skedda bookings.

PLEASE READ BEFORE PROPOSING • THE GROUND RULES

- Duration is at SCD's discretion and depends on other events and activities in the building.
- Nothing stays up past finals week. The building resets for commencement and graduation.
- Installations must not interfere with daily use of the building — unless that space is booked for the run of the exhibition.
- You are responsible for install and full removal on the agreed date.

WHAT WE'LL ASK • BRING THESE TO THE CONVERSATION

What's being shown, and by whom.

Footprint, mounting, and hanging needs.

Proposed install and de-install dates.

Power, lighting, or AV requirements.

Whether there's an opening or closing event.

CONTACT Start with Emily Bear and Neil Pearce — the earlier the better, especially near the end of a term.

Good to know

WHEN BOOKING OPENS

REQUESTS OPEN	SEMESTER	OPEN THROUGH
July 1	Fall	December 15
November 1	Spring	May 15
April 1	Summer	August 15

Requests are accepted for the current semester only; each upcoming semester opens once its classes are confirmed.

HOW TIES ARE BROKEN • PRIORITY

- First come, first served is the default.
- SCD courses and events take priority — loaded in before booking opens to everyone else.

WE'LL SCHEDULE A WALKTHROUGH IF

- Your event uses more than two spaces.
- It's your first event in the building.
- You need AV beyond the room default — our AV team joins.

CANCELLATIONS & NO-SHOWS

- No penalty for cancelling late — but cancel early so the space frees up.
- Repeated no-shows can affect future access, especially on large or long bookings.

SPECIAL RULES • LAB SPACES

- The Media Studio is bookable after the required Canvas orientation.
- The Shop and internal labs are not bookable — see the Shop & Labs guide.

Best practices

Six things that make events in this building go well — whichever path you took to get here.

01 Start with the goal, not the room

Tell us what the event needs to accomplish and who it's for. The right space falls out of that conversation far more reliably than it does from a floor plan.

02 Give us runway

Anything involving multiple spaces, real AV, SCD staffing, or promotion needs weeks, not days. Early asks get better rooms and better support.

03 Right-size the space

Book for the attendance you actually expect. An oversized room reads as an empty event, and a tight one strands people in the hallway.

04 Book the whole block

Setup, rehearsal, and teardown belong inside your reservation. Back-to-back bookings are the single most common source of event-day stress.

05 Be specific about AV early

Every room has a default. If you need anything past it — hybrid streaming, recording, multiple mics, unusual inputs — say so when you book, not the morning of.

06 Close the loop

Send us headcounts, photos, and what you'd change. It shapes how we schedule, staff, and support the next one — including yours.

Who to contact

Book a space yourself

HOSTED EVENTS · SINGLE CLASS
SESSIONS

designcenter.skedda.com

Collaborative events

CO-PROGRAMMED, CO-PROMOTED,
OR CO-STAFFED

[Collaborative event intake form](https://airtable.com/appHIHMLGiR6NQcUR/pag398qMjrupAJWD7/form) (a
[irtable.com/appHIHMLGiR6NQcUR/pag398qMj
rupAJWD7/form](https://airtable.com/appHIHMLGiR6NQcUR/pag398qMjrupAJWD7/form))

Questions: Emily Bear —
eknigh3@illinois.edu · Dawn
Bohn — dbrehart@illinois.edu

Courses in SCD classrooms

FULL 8- OR 16-WEEK COURSES

[Course request form](https://airtable.com/appHIHMLGiR6NQcUR/pag01DERMmvh6e5RI/form)

[airtable.com/appHIHMLGiR6NQcUR/pag01DE
RMmvh6e5RI/form](https://airtable.com/appHIHMLGiR6NQcUR/pag01DERMmvh6e5RI/form)
Requests are taken through the
form only.

Exhibits & installations

SHOWS, FINAL PROJECTS,
PRESENTATIONS

Emily Bear —
eknigh3@illinois.edu
Neil Pearse —
npearse@illinois.edu

AV & technical support

ANYTHING BEYOND THE ROOM
DEFAULT

Neil Pearse & the AV team —
npearse@illinois.edu

Not sure where to start?

WE'LL POINT YOU TO THE RIGHT
PERSON

designcenter@illinois.edu

SIEBEL CENTER FOR DESIGN

Let's put something in this building.



Book a space at designcenter.skedda.com

Talk to us first at designcenter@illinois.edu