Look for the “Your Event Drafts” box on the Home-Dashboard screen. Click “(# ) Event Drafts in which you are the Requestor.”
If the request has been received, you will see it in the list that comes up (be sure the ‘List’ tab, and not the ‘Calendar’ tab, is selected). The scheduler that your request has been assigned to will display in the “Scheduler” column (if necessary, click the ‘Choose Visible Columns’ drop-down arrow and check ‘Scheduler’; see next page).

If you see your name here, this means the request has not yet been sent to the scheduler. If you need a quick turnaround, contact the Events Management Office.
NOTE: If your event has been processed (reserved and saved) by a scheduler, it is no longer a ‘Draft.’ Instead of looking in the “Your Event Drafts” box, look in “Your Upcoming Events” box and click “(#) Events in which you are the Requestor.” If you still don’t see the event you’re looking for, call the Events Management Office.

You can avoid having to take any of these steps by simply “starring” your event once you close it, or any time you see the white star next to the event name, as shown here. See August’s Tip of the Month for instructions on how this works and can help you.