Edit or Cancel an Event

- Requests to edit or cancel an event can be made at any time.
- When requesting to change your event date, time or location, it is recommended to run a Location Search to ensure the new date, time and location are available.

- Changes should be directed to the Location Approver.
- The easiest way to communicate with a Location Approver is to reply to your Event Confirmation Email.

Cannot locate or have not received Event Confirmation Email

- If you cannot locate your Event Confirmation Email, you can send a general request to 25Live.Scheduling@du.edu.

- When requesting to change or cancel an event, it is recommended to run an Event Search to ensure you are communicating the correct Event Reference # (YEAR - ABCDEF).