25LIVE: EDIT OR CANCEL

Edit or Cancel an Event

- Requests to edit or cancel an event can be made at any time
- When requesting to edit 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)