

# 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](mailto: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)

