

MEMORANDUM

To: Student Life Unit
From: Deanna Merino Contino, Ed.D
Date: July 29, 2025
Re: Student Life Hosting Requests and Procedures for FY2025 and Beyond

The procedures for all Student Life hosting requests have been revised to align with the 7/1/2024 revisions to the Division of Student Affairs hosting activity, which complies with the UNLV and NSHE hosting policies.

The [Student Affairs Hosting Guidelines & Procedures](#) consists of a consolidated Hosting Plan for the fiscal year starting July 1, 2024. Be sure to documents linked to it to familiarize yourself with the various revisions.

To comply with the new divisional guidelines and procedures, each Student Life department will submit their hosting requests as follows:

1. On the respective Student Life FY2025 Hosting Request spreadsheet, list all FY25 hosting requests by