Event Form

- The Event Form is the tool used to place a request for a specific location on a specific date (or series of dates) and time
- Instructions and Hints about each field can be expanded or hidden by clicking on the blue information icon 🔄

Event Type

- Select the option that best describes the Event. Definitions and example are noted to help you select the best option

Organization

- When selecting the Organization or Department Hosting the Event, search for the Organization name or select from your list of favorites
- If search does not return the expected result, try limiting the search term to a single key word
**Attendance**
- When entering the Expected Attendance, be as accurate as possible

**Event Description**
- The Event Description should be a summary of the event
- Include details about content and intended audience
- Do not include comments for the Location Approver here

**Event Date and Time**
- Start Time and End Time fields should indicate the ACTUAL event time (timeframe attendees will be present)

  *When an event spans multiple days, requests should indicate the event repeats - See Repeating Event notes below*

**Additional Time**
- If you need additional time beyond your Event Time, use the Pre-Event and Post-Event fields to indicate the entire timeframe the location is needed
Attendance

- When entering the Expected Attendance, be as accurate as possible

Event Description

- The Event Description should be a summary of the event
- Include details about content and intended audience
- Do not include comments for the Location Approver here

Event Date and Time

- Start Time and End Time fields should indicate the ACTUAL event time (timeframe attendees will be present)

*When an event spans multiple days, requests should indicate the event repeats - See Repeating Event notes below

Additional Time

- If you need additional time beyond your Event Time, use the Pre-Event and Post-Event fields to indicate the entire timeframe the location is needed
If your event repeats, click on the Repeating Pattern button and select a repeating pattern from the drop down list. Daily/Weekly/Monthly event patterns allow you to select a “Repeats through” date. Ad Hoc allows you to select the specific dates using the Calendar.

**Location**
- Search for the Location name or select from your list of favorites.
- If the search does not return the expected result, try limiting the search term to a single key word.
- Select "Hide Locations with Conflicts" or "Enforce Headcount" to narrow search results.
- Select the Request button for your preferred location.

*Multiple locations can be requested on a single request.

*For most effective scheduling, it is recommended to create separate requests for each building.
**Additional Information**

- Provide additional information applicable to the event

*The fields visible will vary based on the Event Type selected*

**Event Contacts**

- Provide a name for all fields applicable to the event (Contacts must have an active 25Live account)
- Definitions for each Contact Role are available by selecting the blue information icon

*The same person can be any number of roles*

**Requirements**

- Requirements are intended to communicate event needs to the Location Approver
- Select all items applicable to the event and provide corresponding notes in the comments field
- Links to separate work order systems will be provided via email when your request is Confirmed
Comments

- Use this field to provide any additional information that would be helpful for the Location Approver when reviewing your reservation request.
- Do not include event description information here.

Terms and Conditions

- You must Select “I agree” to complete the Event Form and successfully Save the request.

Before Saving

- You will have the option to choose to be directed to the Event Details page, Create Another Related Event, or Create A Related Copy of This Event.

After Saving

- After saving you will receive a pop-up notification indicating the location(s) you requested and if your request was successfully submitted.

DU Terms and Conditions - Required

By submitting this request, I agree to the following terms:

If I cancel the event associated with this request, I assume responsibility for contacting any service providers associated with my request (audio-visual, custodial and facilities services) and notifying them of the cancellation. My organization will be liable for any fees for services to these providers for cancellation without notification. I agree to return any furniture I have moved to its original location.

I agree

After Saving This Event...

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event