Event Wizard
- The Event Wizard 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 are included to explaining how each field should be used.
- Event details will appear in the left column as the required fields are completed.

Event Type
- After completing the Event Name and Event Title fields, Select the option that best describes the Event.
- Definitions for each Event Type are noted above the drop down list.

Organization
- When selecting the Organization or Department Hosting the Event, search for the Org name or select from the list of favorites.
- If search does not return the expected result, try limiting the search term to a single key word.
Start Date, Start Time, End Date and End Time fields should indicate the ACTUAL event start and end time.

Event should ALWAYS begin and end on the same day.

When an event spans multiple days, requests should indicate the event repeats.

If start time and end time differ from day to day, complete the reservation for Day 1 and use the Copy function to enter additional days for the event.

**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.

**Attendance**

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

**Event Date and Time**

- Start Date, Start Time, End Date and End Time fields should indicate the ACTUAL event start and end time.
- Event should ALWAYS begin and end on the same day.
- When an event spans multiple days, requests should indicate the event repeats.
- If start time and end time differ from day to day, complete the reservation for Day 1 and use the Copy function to enter additional days for the event.
**Additional Time**
- If you need additional time beyond your event time, use the Pre-Event and Post-Event fields.
- Location Approvers will add Setup and/or Takedown time when necessary to accommodate auxiliary services.

**Repeating Event**
- A drop down list of repeating patterns appears after choosing the Event Date and Time.
- Daily/Weekly/Monthly repeating event patterns will allow you to select a “Repeats through” date.
- Ad Hoc allows you to select the specific dates using the Calendar.

**Location**
- When selecting a Location, search for the location name or select from the list of favorites.
- If the search does not return the expected result, try limiting the search term to a single key word.

*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**
- The fields visible will vary based on the Event Type selected
- Provide additional information applicable to the event

**Event Contacts**
- The Contact fields will vary based on the Event Type selected
- Definitions for each Contact Role are provided above
- Provide a name for all fields applicable to the event (Contact must have an active 25Live User)
*The same person can be any number of roles

**Requirements**
- Requirements are intended to communicate event needs/logistics 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 Wizard and successfully Save the request.

**After Saving**

- After saving you will be directed to a page with a message confirming your request was successfully submitted.