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.
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 next to your preferred location to add the location to the Event Form.

*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.