
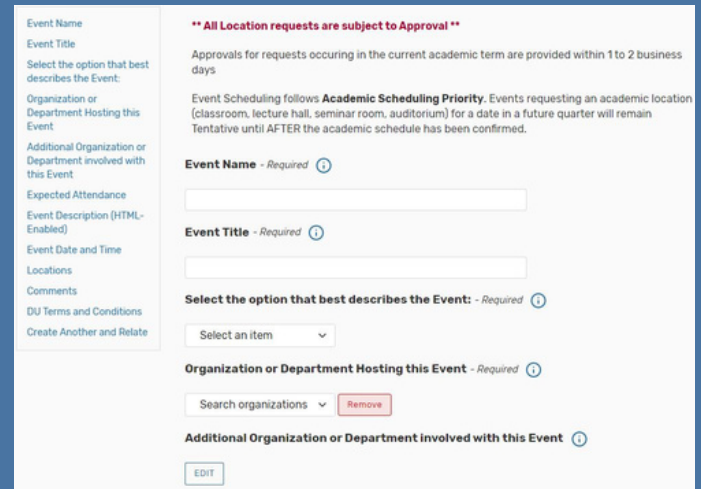


25LIVE: CREATE AN EVENT

Event Form

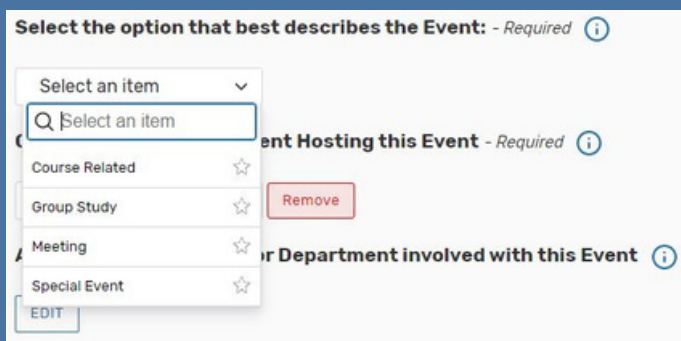
- The Event Form is the tool used to place a request for a specific location on a specific date (or series of dates) and time
- Instructions and Hints about each field can be expanded or hidden by clicking on the blue information icon 



The screenshot shows the 'Event Form' interface. On the left is a sidebar with a list of fields: Event Name, Event Title, Organization or Department Hosting this Event, Additional Organization or Department involved with this Event, Expected Attendance, Event Description (HTML-Enabled), Event Date and Time, Locations, Comments, DU Terms and Conditions, and Create Another and Relate. The main area contains instructions and form fields. A prominent note states: "** All Location requests are subject to Approval **". Below this, there are fields for 'Event Name - Required', 'Event Title - Required', and a dropdown menu for 'Select the option that best describes the Event: - Required'. There are also search fields for 'Organization or Department Hosting this Event' and 'Additional Organization or Department involved with this Event'. An 'EDIT' button is at the bottom.

Event Type

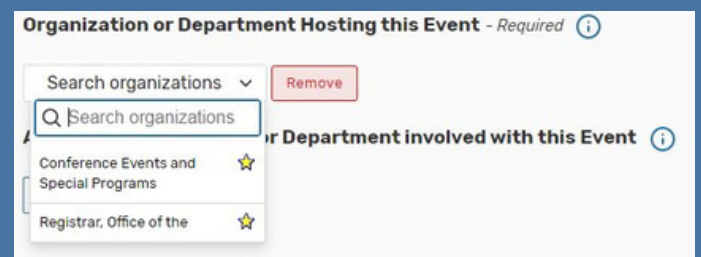
- Select the option that best describes the Event. Definitions and example are noted to help you select the best option



This screenshot shows a close-up of the 'Select the option that best describes the Event: - Required' dropdown menu. The menu is open, showing a search bar with the text 'Select an item' and a list of options: 'Course Related', 'Group Study', 'Meeting', and 'Special Event'. Each option has a star icon next to it. A 'Remove' button is visible next to the 'Group Study' option. An 'EDIT' button is at the bottom left of the dropdown.

Organization

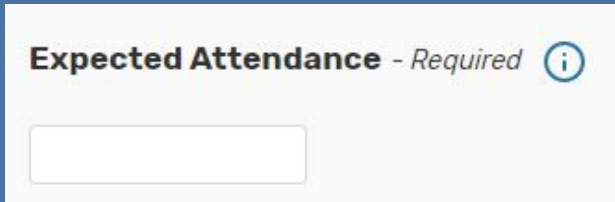
- When selecting the Organization or Department Hosting the Event, search for the Organization name or select from your list of favorites
- If search does not return the expected result, try limiting the search term to a single key word



This screenshot shows a close-up of the 'Organization or Department Hosting this Event - Required' search field. It features a search bar with the text 'Search organizations' and a dropdown menu. The dropdown menu is open, showing a list of organizations: 'Conference Events and Special Programs' and 'Registrar, Office of the'. Each organization has a star icon next to it. A 'Remove' button is visible next to the search bar.

Attendance

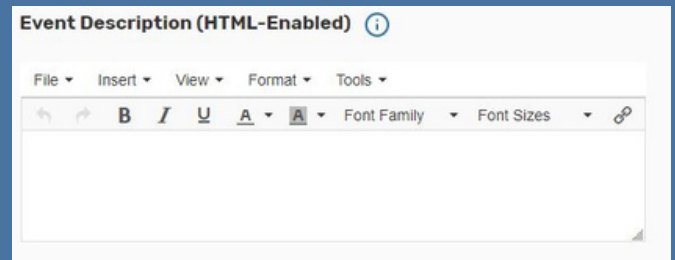
- When entering the Expected Attendance, be as accurate as possible



Expected Attendance - Required ⓘ

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 Description (HTML-Enabled) ⓘ

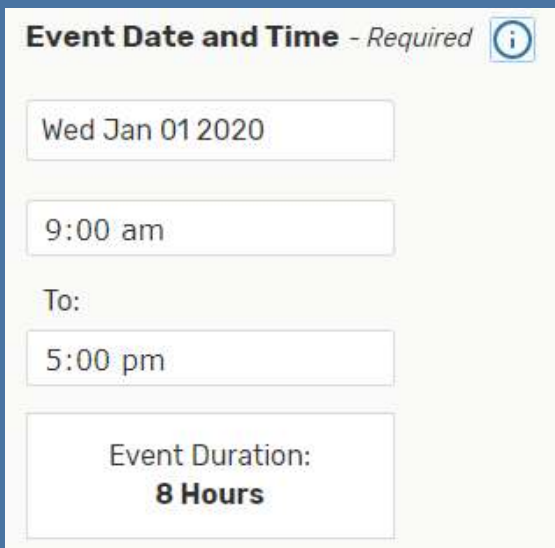
File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

⏪ ⏩ **B** *I* U A **A** Font Family ▾ Font Sizes ▾ 🔗

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



Event Date and Time - Required ⓘ

Wed Jan 01 2020

9:00 am

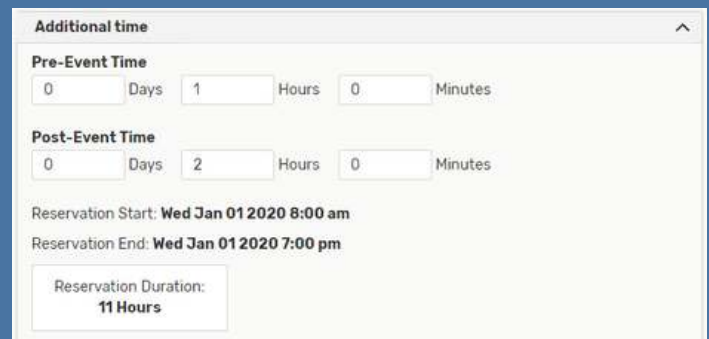
To:

5:00 pm

Event Duration:
8 Hours

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



Additional time ^

Pre-Event Time

0 Days 1 Hours 0 Minutes

Post-Event Time

0 Days 2 Hours 0 Minutes

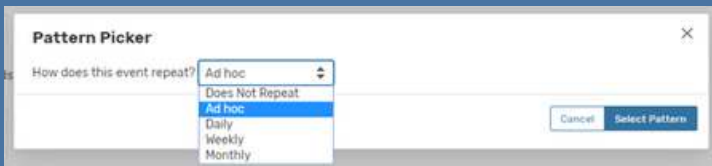
Reservation Start: **Wed Jan 01 2020 8:00 am**

Reservation End: **Wed Jan 01 2020 7:00 pm**

Reservation Duration:
11 Hours

Repeating Pattern

- 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

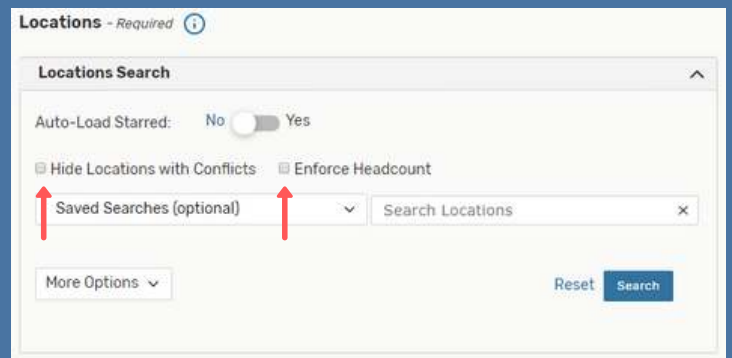


Location

- 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



Add	Name	Title	Capacity	Availability	Conflict Details
Request	BAUD 101	Boettcher Center Auditorium - Room 101 - Lecture Hall	110	1/1	None
Request	BAUD 102	Boettcher Center Auditorium - Room 102 - Lecture Hall	50	1/1	None
Request	BAUD 103	Boettcher Center Auditorium - Room 103 - Lecture Hall	50	1/1	None
Unavailable	STURM 248	Sturm Hall - Room 248 - Sam & Freda Davis Auditorium	487	0/1	Conflict Details
Request	STURM 281	Sturm Hall - Room 281 - Lindsay Auditorium	185	1/1	None

Additional Information ⓘ

X Budget # (Fund, Org, Acct)

X Charge for admission? No Yes

X Document - Proof of Insurance rec'd? No Yes

X Document - Signed contract received? No Yes

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

Event Contacts ⓘ

Requestor: ☆

Scheduler: ☆

Event Manager: ☆

*The same person can be any number of roles

Requirements - Required ⓘ

01. No Services (setup, technology, custodial, etc.) needed for this event
Comment:

02. Event will feature a Guest Speaker (Include Name and Topic in comments)
Comment:

03. Technology support is needed
Comment:

04. Furniture Setup is needed
Comment:

05. Custodial Service is needed
Comment:

06. Food and Beverage will be served - Sodexo Catering
Comment:

07. Food and Beverage will be served - Non Sodexo Catering
Comment:

08. Alcohol will be served
Comment:

09. Parking is needed for attendees
Comment:
Quantity: Max: Unlimited

10. Would like to have event considered for publication to DU Marketing Calendar
Comment:

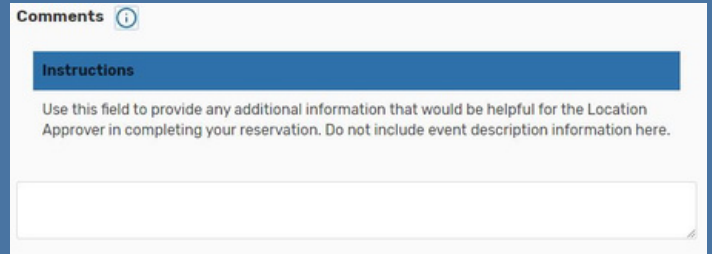
Requirements

- 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



The screenshot shows a 'Comments' section with an information icon. Below it is a blue header labeled 'Instructions' with the text: 'Use this field to provide any additional information that would be helpful for the Location Approver in completing your reservation. Do not include event description information here.' Below the instructions is a large, empty text input area.

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 those providers for cancellation without notification.

I agree to return any furniture I have moved to its original location.

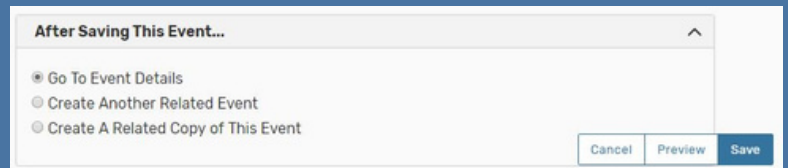
I agree

Terms and Conditions

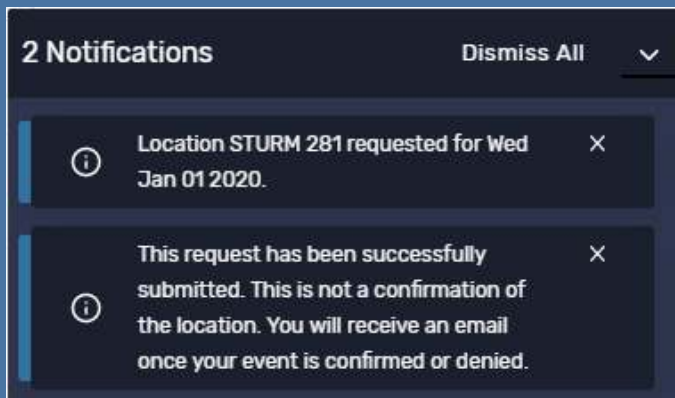
- You must Select "I agree" to complete the Event Form and successfully Save the request

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.



The screenshot shows a dialog box titled 'After Saving This Event...'. It contains three radio button options: 'Go To Event Details' (selected), 'Create Another Related Event', and 'Create A Related Copy of This Event'. At the bottom right, there are three buttons: 'Cancel', 'Preview', and 'Save'.



The screenshot shows a notification banner with the title '2 Notifications' and a 'Dismiss All' button with a dropdown arrow. The first notification reads: 'Location STURM 281 requested for Wed Jan 01 2020.' The second notification reads: 'This request has been successfully submitted. This is not a confirmation of the location. You will receive an email once your event is confirmed or denied.'

After Saving

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