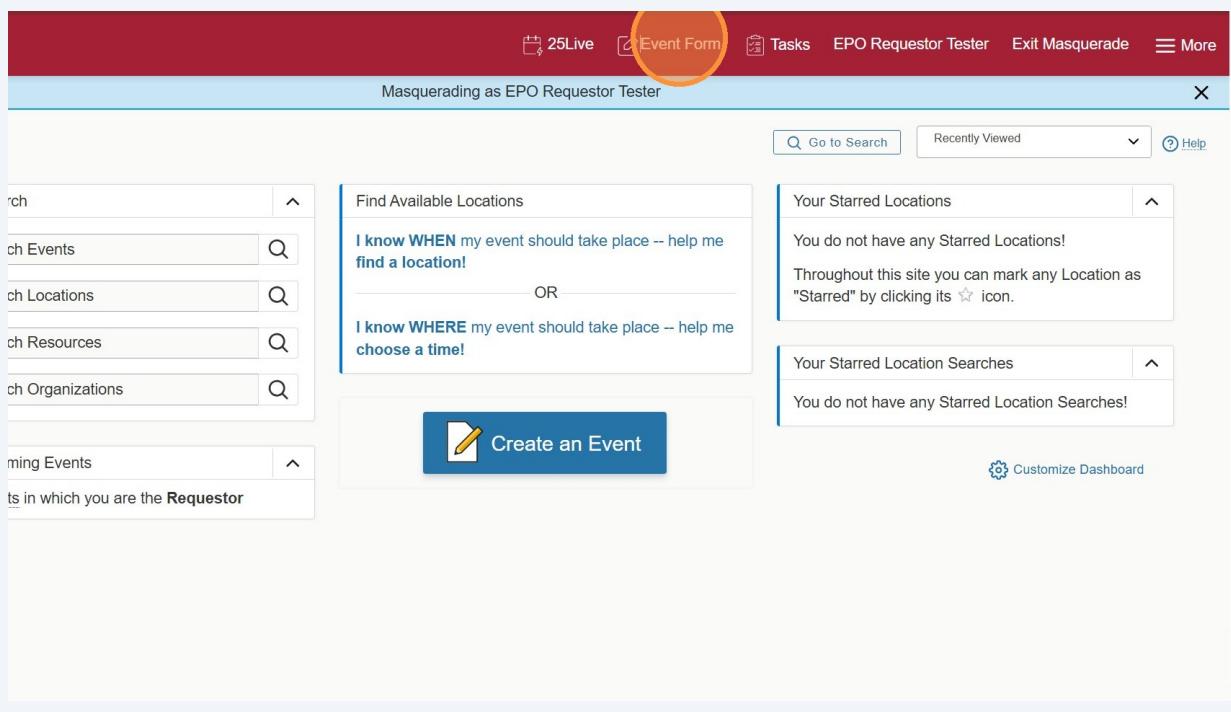


# How a Student RSO/CSO Submits an Event Request Form in 25Live - Using an Outdoor Space as an example

All Registered Student Organizations and Charter Student Organizations can request space for meetings/events within 25Live. All other students must go through a faculty Advisor or staff member to request space on campus.

- 1 To begin your event request, click "Event Form" to open up the request form.



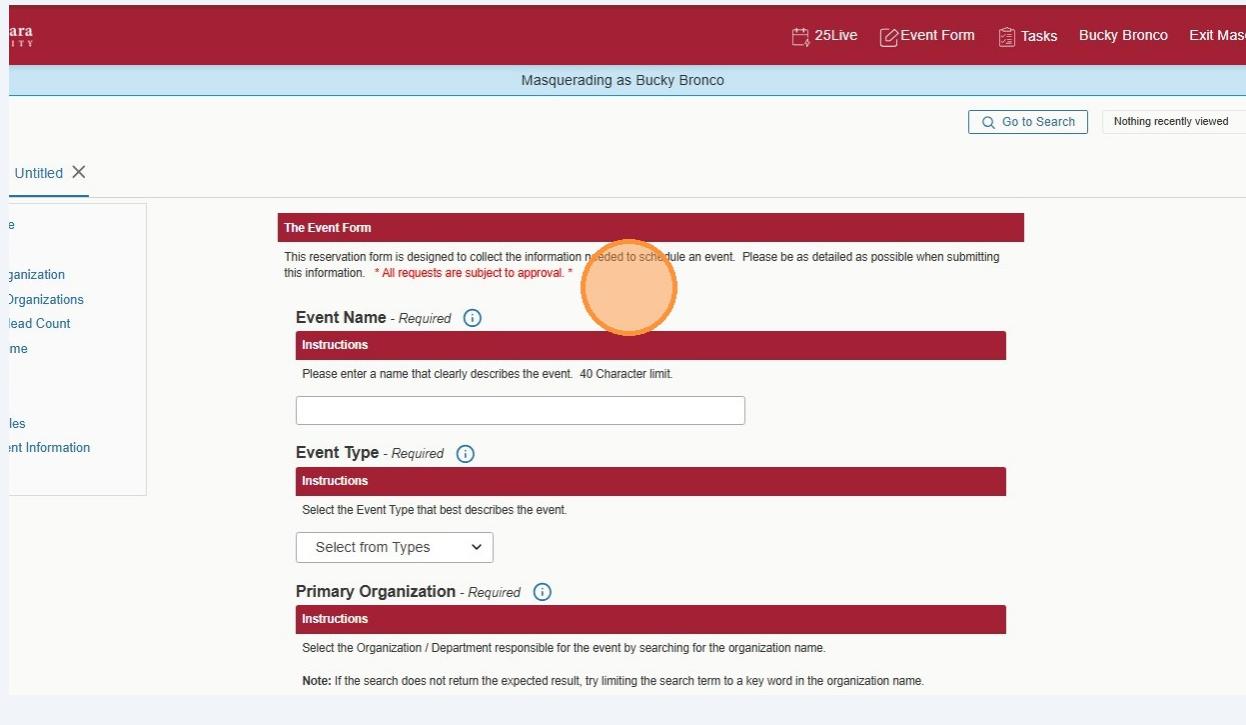
The screenshot shows the 25Live dashboard with the following elements:

- Top Navigation:** 25Live, Event Form (circled in orange), Tasks, EPO Requestor Tester, Exit Masquerade, More.
- Middle Section:** Search bar (empty), 'Find Available Locations' section, 'Create an Event' button.
- Right Sidebar:** 'Your Starred Locations' (empty), 'Your Starred Location Searches' (empty).
- Bottom Right:** Customize Dashboard button.

2

Once inside the 25Live Event Form, you will need to answer all required questions in order to save/submit your event request. Required questions are noted with an \*.

Be sure to thoroughly read each section's "Instructions," located just under the red section header bar, to get extra information about that section of the Event Form.



The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval.

**Event Name - Required** (i)

**Instructions**

Please enter a name that clearly describes the event. 40 Character limit.

**Event Type - Required** (i)

**Instructions**

Select the Event Type that best describes the event.

**Primary Organization - Required** (i)

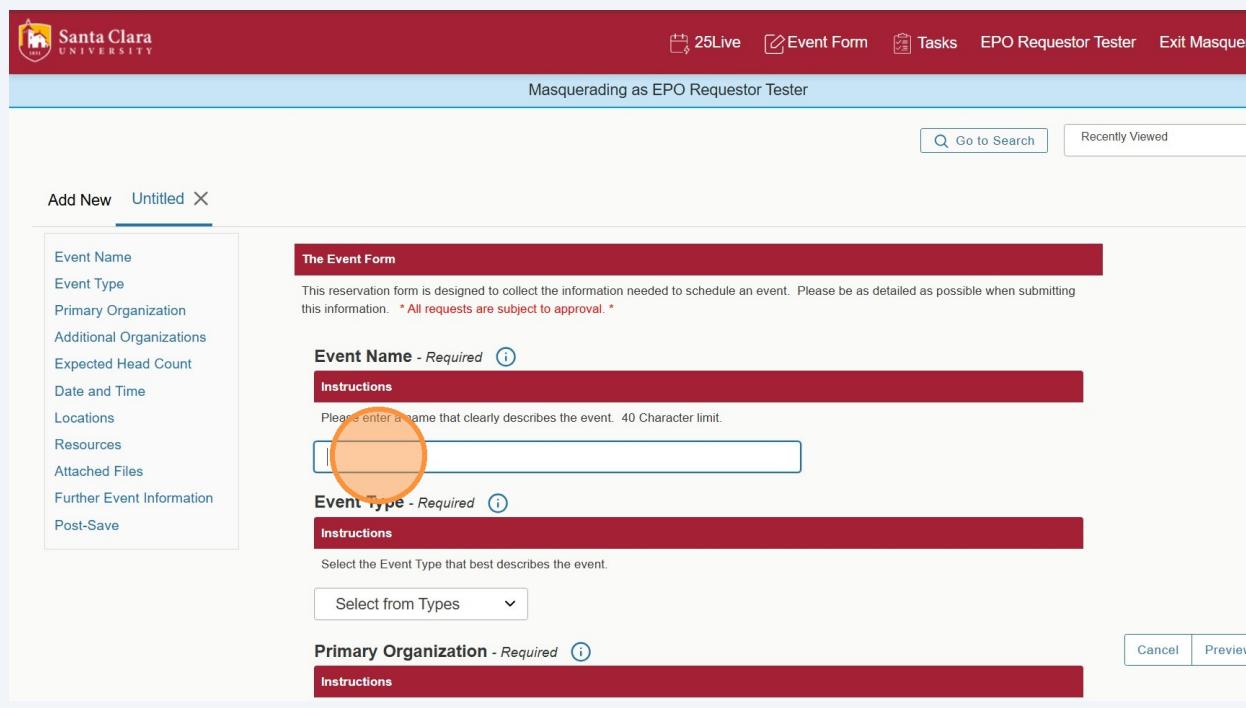
**Instructions**

Select the Organization / Department responsible for the event by searching for the organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

3

Event Name: Enter a descriptive title for your event.



The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval.

**Event Name - Required** (i)

**Instructions**

Please enter a name that clearly describes the event. 40 Character limit.

**Event Type - Required** (i)

**Instructions**

Select the Event Type that best describes the event.

**Primary Organization - Required** (i)

**Instructions**

4

Event Type: Select the most appropriate option from the drop-down menu.

BONUS - If you typically schedule only one type of event, you can click the star next to that Event Type to make it a "favorite." Once starred, it will always show up at the top of the drop-down menu

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

**The Event Form**

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval. \*

**Event Name - Required** (i)

**Instructions**

Please enter a name that clearly describes the event. 40 Character limit.

**Event Type - Required** (i)

**Instructions**

Select the Event Type that best describes the event.

Select from Types (i)

Required (i)

Meeting (i)

Social (i)

Tabling (i)

Athletic (i)

Campus Visit / Tour (i)

Campus Wide (i)

**Instructions**

Select any additional organization(s) that may be involved with the event.

Cancel Preview

5 Primary Organization. Start to type the name of your RSO/CSO until you see it pop up and then click on it.

BONUS - If you click on the star next to the organization name, this organization will always show up as the top option in your "Search Organizations" box.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Select the Event Type that best describes the event.  
Select from Types

**Primary Organization - Required** ⓘ

**Instructions**

Select the Organization / Department responsible for the event by searching for the organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations Remove

Search organizations

Abide Abide ⭐

Activities Programming Board (APB) ⭐

Finance ⭐

Microfinance Association (MIFI) ⭐

**Expected Head Count - Required** ⓘ

**Instructions**

Please enter the expected attendance for the event.

**Date and Time - Required** ⓘ

**Instructions**

Select the Start Date, Start Time, End Time, and End Date for the event. Please use the **ACTUAL** start and end times for events.

Cancel Preview

6 If you are co-hosting this event with another SCU organization(s), please click the "Edit" button and select the additional hosting organization(s).

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Select the Event type that best describes the event.  
Select from Types

**Primary Organization - Required** ⓘ

**Instructions**

Select the Organization / Department responsible for the event by searching for the organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations Remove

**Additional Organizations** ⓘ

**Instructions**

Select any additional organization(s) that may be involved with the event.

EDIT

**Expected Head Count - Required** ⓘ

**Instructions**

Please enter the expected attendance for the event.

**Date and Time - Required** ⓘ

**Instructions**

Select the Start Date, Start Time, End Time, and End Date for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

7

Expected Head Count: Fill in the number of attendees you anticipate will attend your event. The number you enter here can help narrow down the locations that are offered to you in your Location Search later in the Event Form.

Event Name  Search organizations

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Resources

Attached Files

Further Event Information

Post-Save

**Additional Organizations (i)**

**Instructions**

Select any additional organization(s) that may be involved with the event.

**Expected Head Count - Required (i)**

**Instructions**

Please enter the expected attendance for the event.

**Date and Time - Required (i)**

**Instructions**

Select the Start Date, Start Time, End Time, and End Date for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

Mon Dec 29 2025

4:00 pm

To:

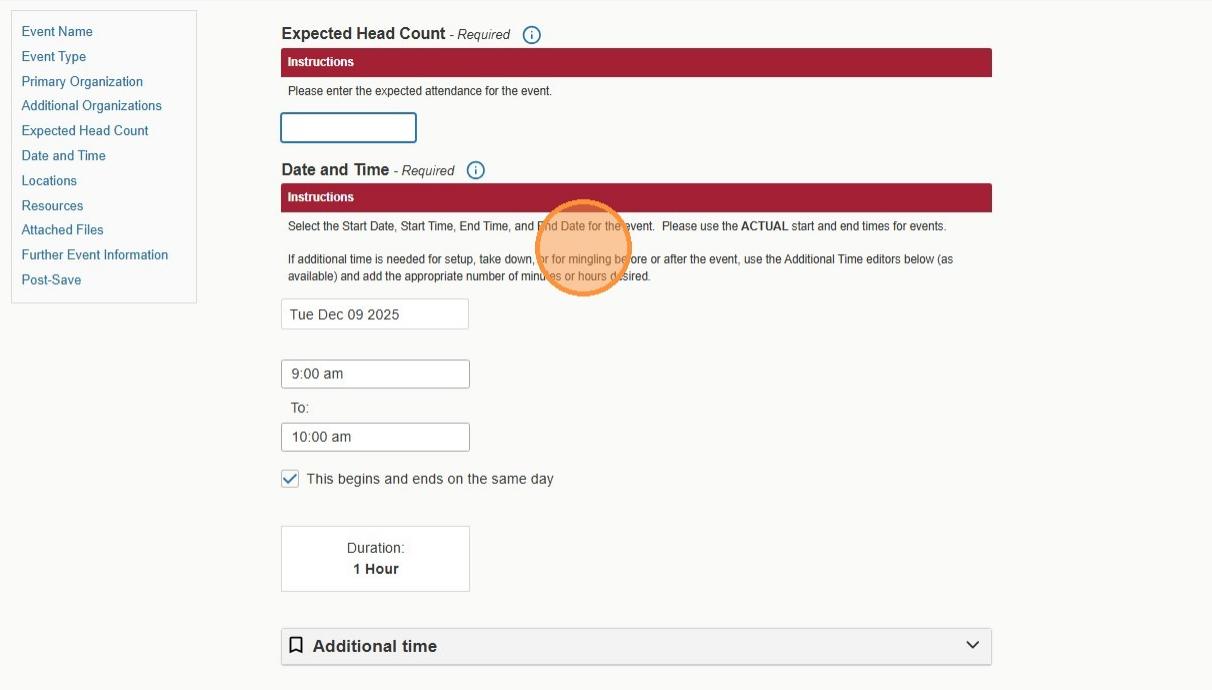
5:00 pm

8

Date(s) and Time: Select the date your event will begin and enter the start and end times. Please use the ACTUAL start and end times for your event, as any additional time needed for setup or takedown will be noted in the next step.

For any event that ends before midnight on the event date, the "This begins and ends on the same day" box should be checked.

NOTE - Classrooms need to be booked at least 48 hours in advance and outdoor spaces must be booked at least 7 days in advance. If requesting an event date(s) that are too close to the date the request is made, the room(s) will not show up as available in the Location Search later in the form.



Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

**Expected Head Count - Required** ⓘ  
**Instructions**  
Please enter the expected attendance for the event.

**Date and Time - Required** ⓘ  
**Instructions**  
Select the Start Date, Start Time, End Time, and End Date for the event. Please use the ACTUAL start and end times for events.  
If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

Tue Dec 09 2025

9:00 am  
To:  
10:00 am

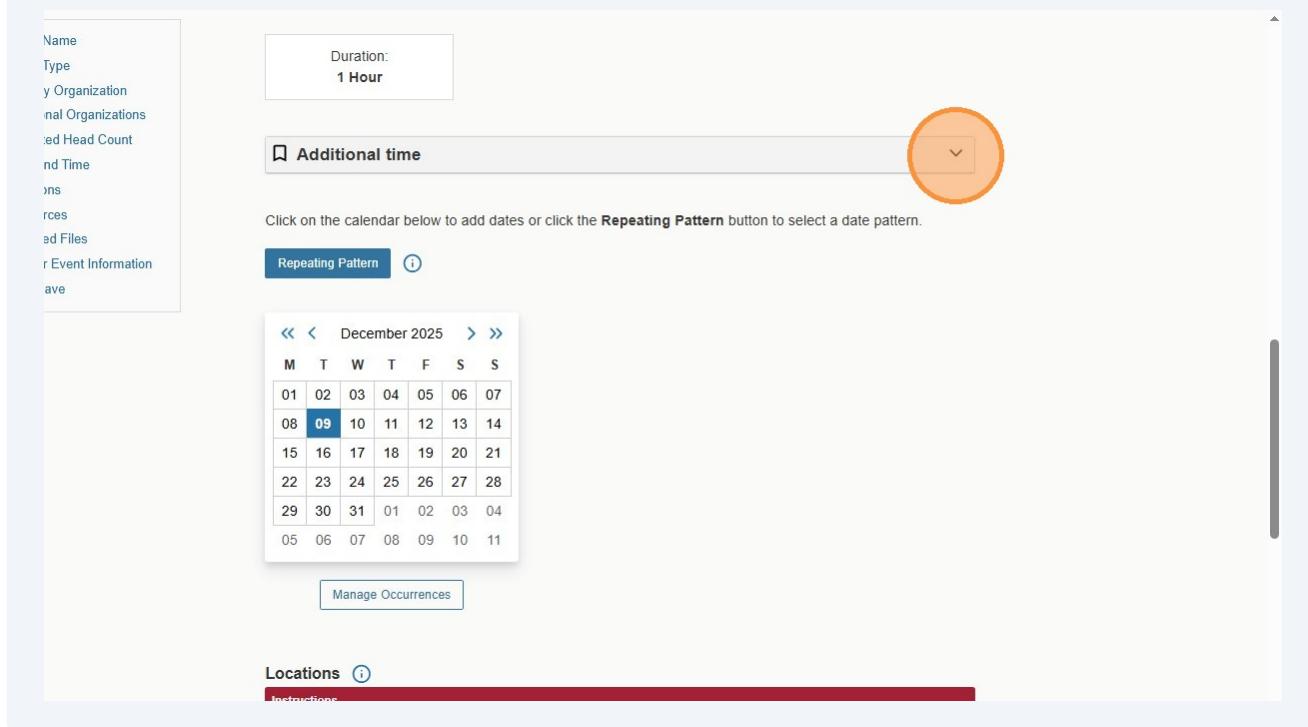
This begins and ends on the same day

Duration:  
1 Hour

Additional time

9

Date and Time: If you would like to reserve the space for additional time beyond the event time itself, open the "Additional time" window.



The screenshot shows a software interface for scheduling an event. On the left, a sidebar lists various organization-related fields: Name, Type, Organization, Organizational Head Count, End Time, and more. The main area is titled 'Additional time' and contains a 'Duration' field set to '1 Hour'. Below this is a calendar for December 2025, with the 9th highlighted in blue. A button labeled 'Repeating Pattern' is visible. A callout bubble with a downward arrow is positioned over the 'Additional time' title, indicating the focus of the step. A note below the calendar says, 'Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.' A 'Manage Occurrences' button is at the bottom of the calendar section. At the bottom of the window, there is a 'Locations' section with a red 'Instructions' bar.

01	02	03	04	05	06	07
08	<b>09</b>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

10

Date and Time: Add the appropriate amount of additional time needed before and after your event for:

1. Setup Time = extra time needed to set up the room in advance of attendee arrivals
2. Pre-Event Time = attendee arrival and check-in time
3. Post-Event Time = attendee mingling and departure time
4. Takedown Time = extra time needed to clean up and return the room to its standard configuration

Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Additional time

**Setup Time**  
0 Days 0 Hours 0 Minutes

**Pre-Event Time**  
0 Days 0 Hours 0 Minutes

**Post-Event Time**  
0 Days 0 Hours 0 Minutes

**Takedown Time**  
0 Days 0 Hours 0 Minutes

Reservation Start:  
**Tue Dec 09 2025 9:00 am**

Reservation End:  
**Tue Dec 09 2025 10:00 am**

Reservation Duration:  
**1 Hour**

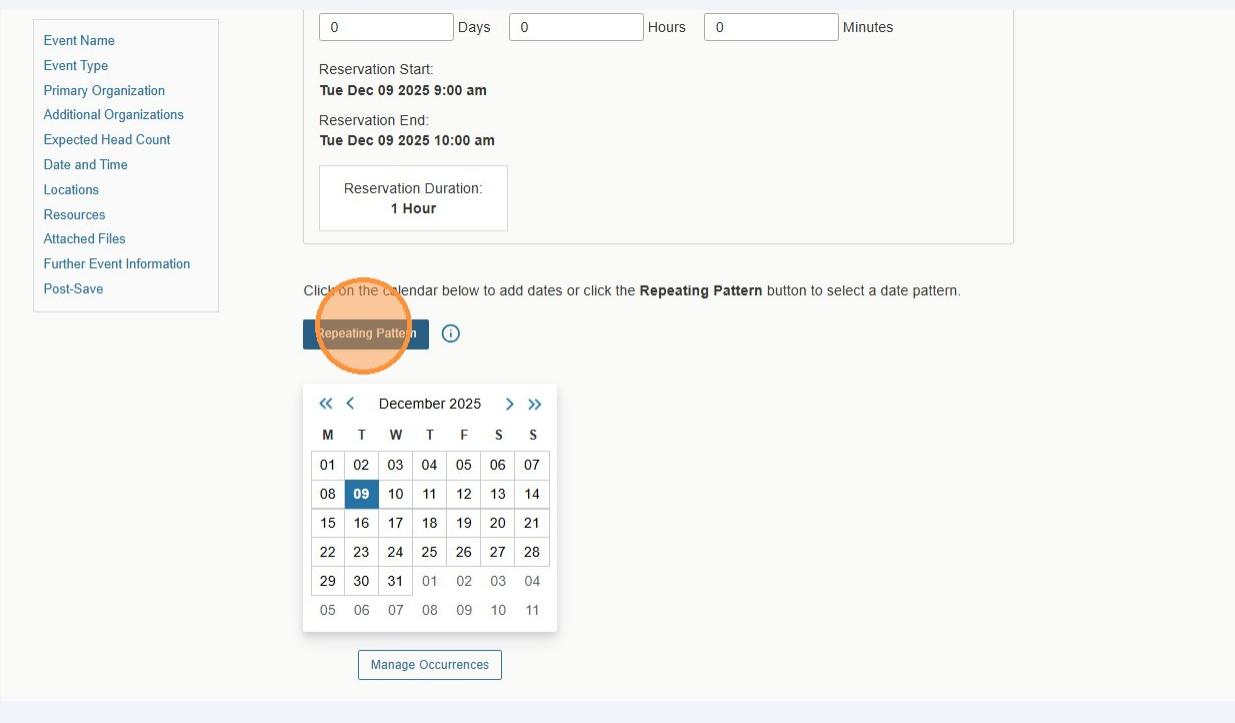
Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern** (i)

<< < December 2025 > >>

11

Date and Time: If your event is recurring, click on the "Repeating Pattern" button and enter the desired timeline of recurring sessions.



Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

0 Days 0 Hours 0 Minutes

Reservation Start:  
**Tue Dec 09 2025 9:00 am**

Reservation End:  
**Tue Dec 09 2025 10:00 am**

Reservation Duration:  
**1 Hour**

Click on the Calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern** ⓘ

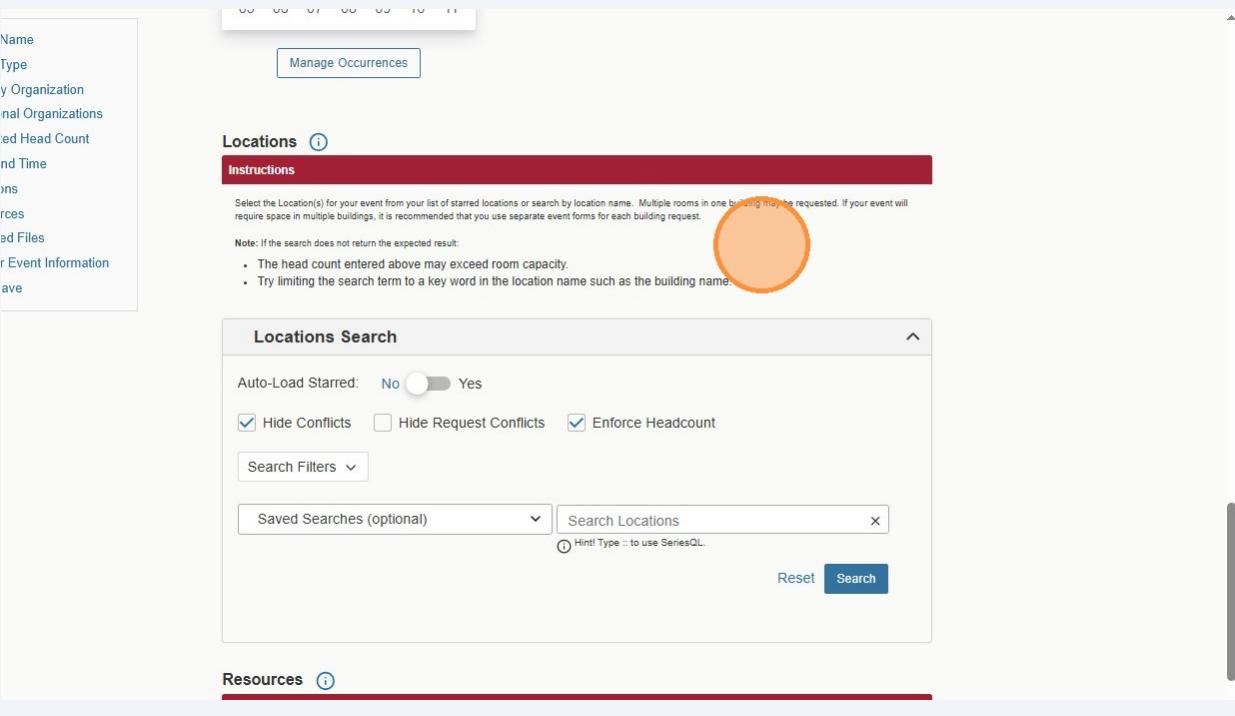
December 2025						
M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	<b>09</b>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Manage Occurrences

12

Locations: To find an available location for your requested date and time, you'll use the Location Search tool in the Event Form.

Be sure to read the Instructions before beginning your search.



Name  
Type  
y Organization  
nal Organizations  
ed Head Count  
nd Time  
ns  
rces  
ad Files  
r Event Information  
ave

Manage Occurrences

**Locations** ⓘ

**Instructions**

Select the Location(s) for your event from your list of starred locations or search by location name. Multiple rooms in one building may be requested. If your event will require space in multiple buildings, it is recommended that you use separate event forms for each building request.

Note: If the search does not return the expected result:

- The head count entered above may exceed room capacity.
- Try limiting the search term to a key word in the location name such as the building name.

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ Search Locations x

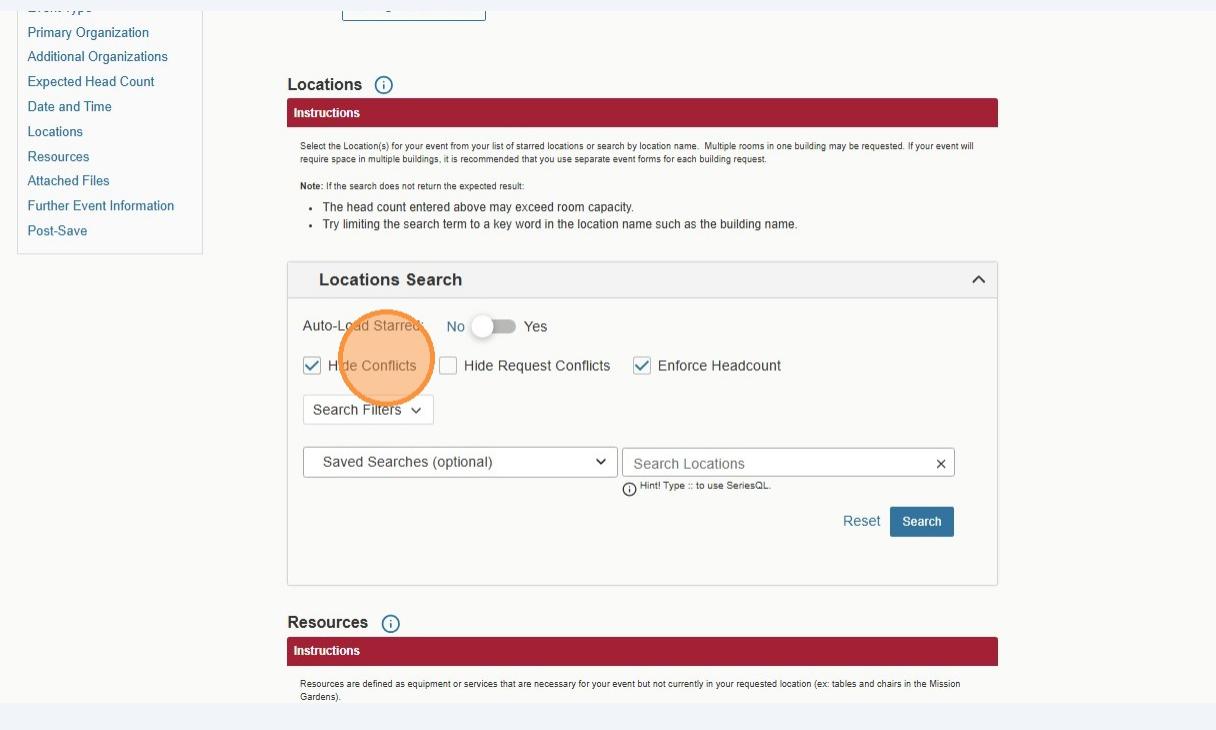
Hint! Type :: to use SeriesQL

Reset **Search**

**Resources** ⓘ

13

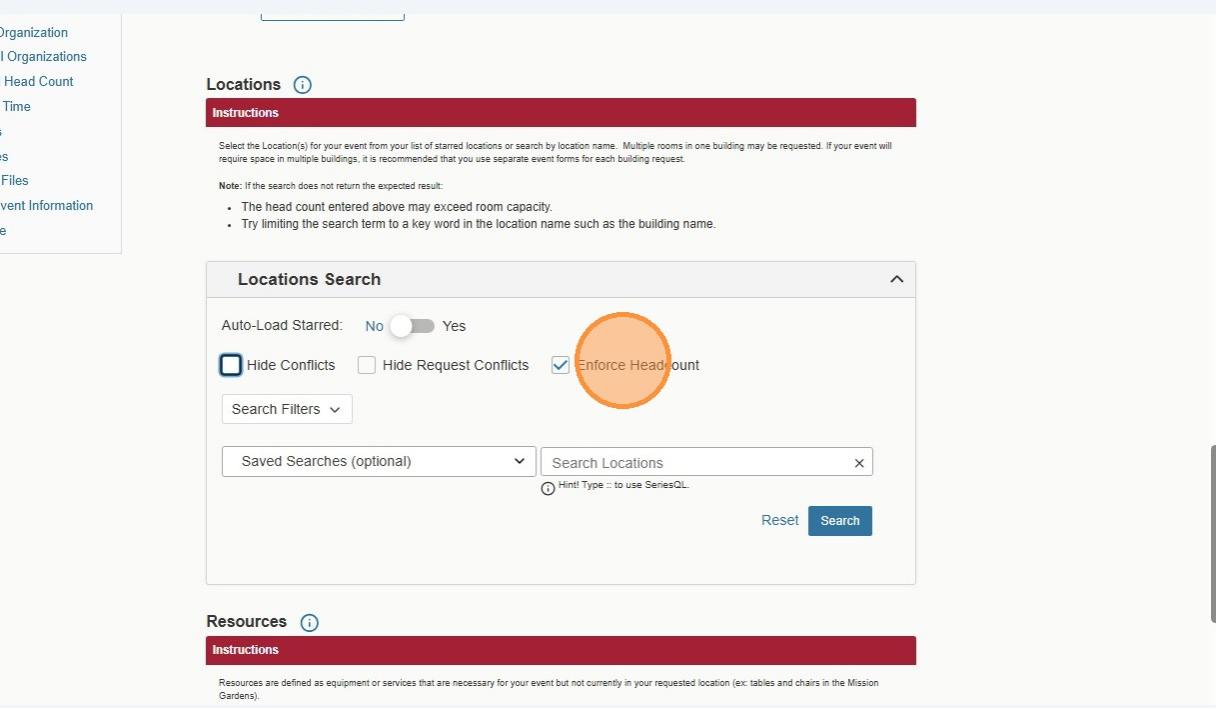
Locations Pro Tip: It is highly recommended that you UNCHECK the "Hide Conflicts" box. If you do not, your search results will include spaces that are already requested or reserved.



The screenshot shows the 'Locations' search interface. On the left, a sidebar lists: Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. The main area has a header 'Locations' with an 'i' icon. Below it is a red 'Instructions' bar. The 'Locations Search' panel contains: 'Auto-Load Starred' (No/Yes toggle), 'Hide Conflicts' (checkbox checked and circled in orange), 'Hide Request Conflicts' (checkbox), 'Enforce Headcount' (checkbox checked), 'Search Filters' dropdown, 'Saved Searches (optional)' dropdown, 'Search Locations' input field, a hint 'Hint! Type :: to use SeriesQL', and 'Reset' and 'Search' buttons.

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Locations Pro Tip: It is highly recommended that you CHECK the "Enforce Headcount" box. If you do not, your search results will include spaces that may not accommodate the expected headcount that you entered earlier in the Event Form.



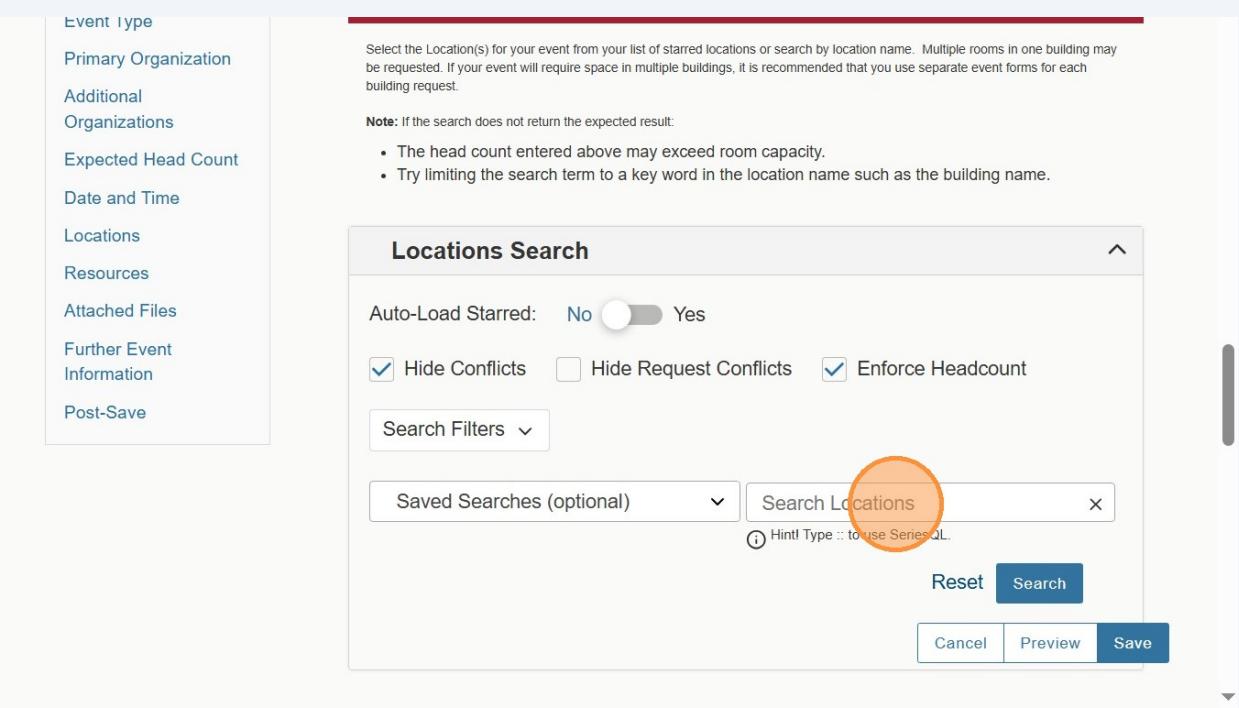
The screenshot shows the 'Locations' search interface. The sidebar and header are identical to the previous screenshot. The 'Locations Search' panel shows: 'Auto-Load Starred' (No/Yes toggle), 'Hide Conflicts' (checkbox), 'Hide Request Conflicts' (checkbox), 'Enforce Headcount' (checkbox checked and circled in orange), 'Search Filters' dropdown, 'Saved Searches (optional)' dropdown, 'Search Locations' input field, a hint 'Hint! Type :: to use SeriesQL', and 'Reset' and 'Search' buttons.

15

Locations: There are two key ways to search for a location for your event:

1. Use the "Saved Searches" drop-down menu to select one of your Saved Searches, Starred Locations, or Public Searches
2. Use the "Search Locations" search box to enter keywords to define your search parameters. If you know which specific location you'd like to use, enter the room name/number in the "Search Locations" text box.

Hit Enter or the blue "Search" button to execute your location search.



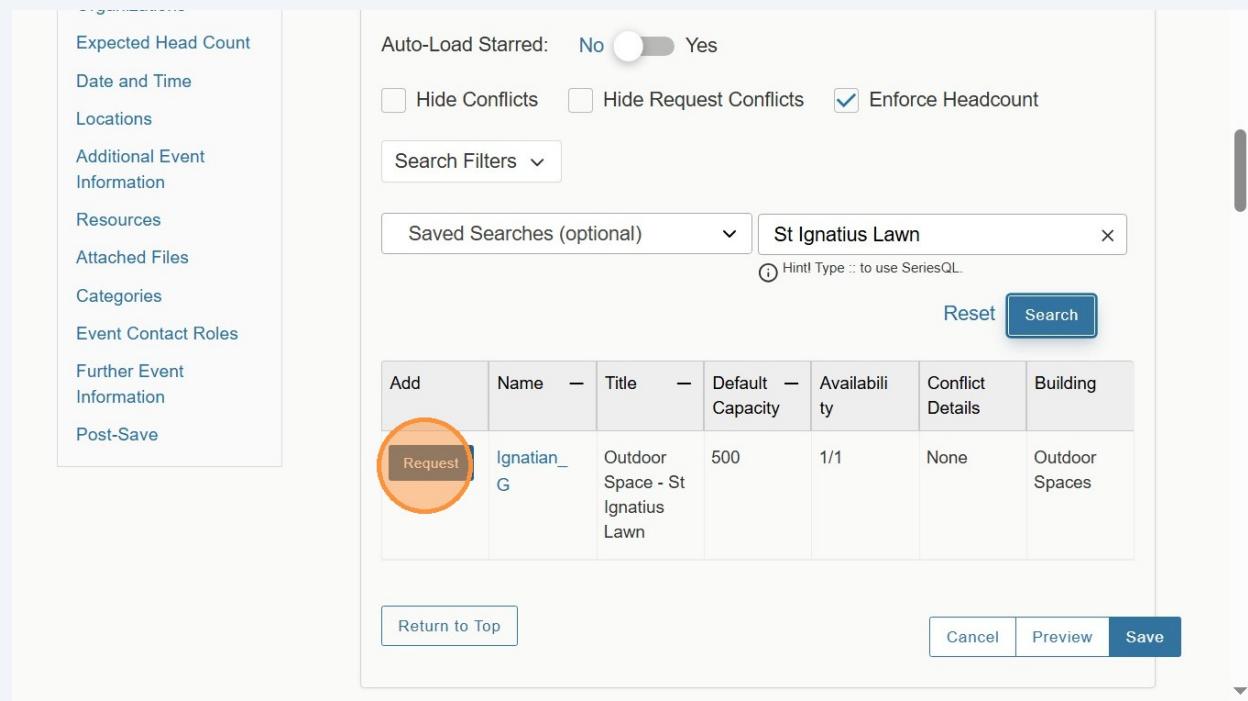
The screenshot shows the 'Locations Search' interface. On the left, a sidebar lists 'Event Type' options: Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. The 'Locations' option is selected. The main area is titled 'Locations Search' and contains the following elements:

- Auto-Load Starred: A toggle switch set to 'No'.
- Checkboxes for 'Hide Conflicts' (checked), 'Hide Request Conflicts' (unchecked), and 'Enforce Headcount' (checked).
- A 'Search Filters' dropdown menu.
- A 'Saved Searches (optional)' dropdown menu.
- A 'Search Locations' input field containing the text 'Search Locations'. This field is circled in orange.
- A hint below the input field: 'Hint! Type : to use SeriesQL.'
- Buttons for 'Reset', 'Search' (in blue), 'Cancel', 'Preview', and 'Save'.

16

Locations: To request your desired location(s) from the search results, click on the blue "Request" button.

Pro Tip: If the request button is brown instead of blue, it means that that room has already been requested and that the request is pending approval. It is SCU's policy to approve room requests on a first come, first served basis.



Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

Auto-Load Starred:  No  Yes  
 Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters

Saved Searches (optional)  St Ignatius Lawn   
Hint! Type :: to use SeriesQL

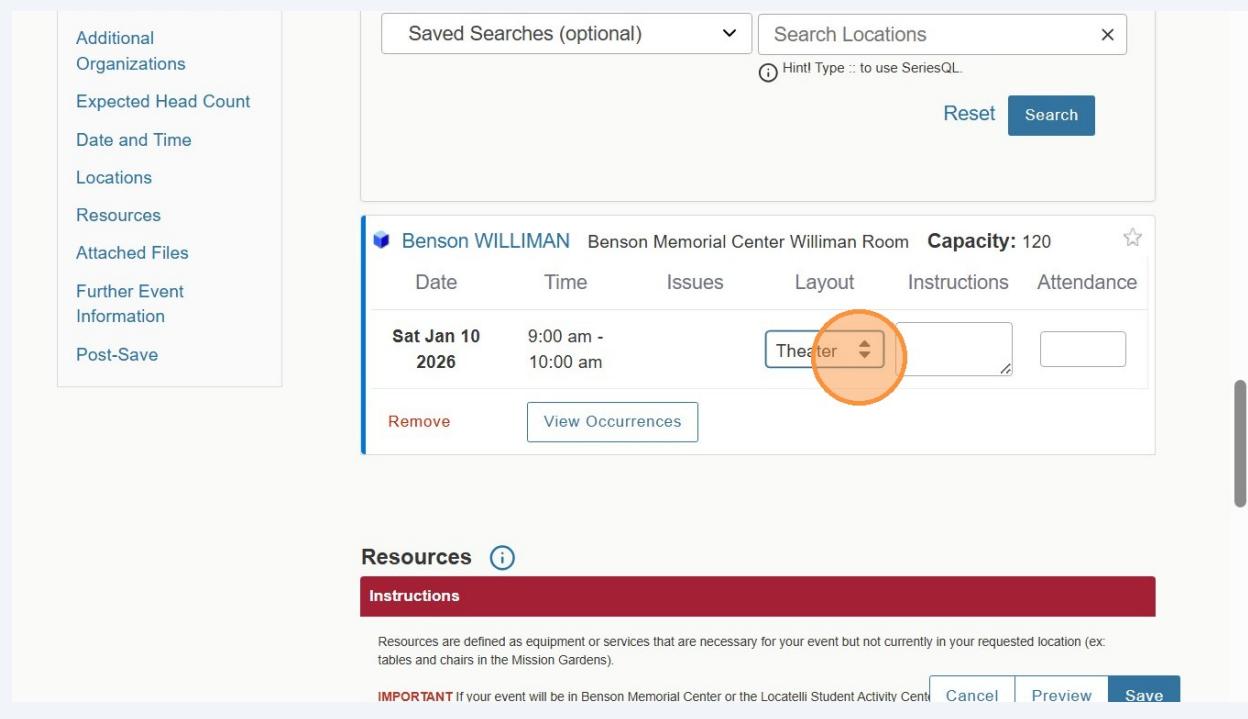
Reset

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<input type="button" value="Request"/>	Ignatian_G	Outdoor Space - St Ignatius Lawn	500	1/1	None	Outdoor Spaces

Return to Top

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Locations: Once you've selected your desired location, you can select your preferred room layout (if available for the requested space) using the Layout drop-down menu.



Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Saved Searches (optional)  Search Locations   
Hint! Type :: to use SeriesQL

Reset

	Benson WILLIMAN	Benson Memorial Center Williman Room	Capacity: 120	<input type="checkbox"/>	
Date	Time	Issues	Layout	Instructions	Attendance
Sat Jan 10 2026	9:00 am - 10:00 am		<input type="button" value="Theater"/>		

Resources   
Instructions

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

IMPORTANT If your event will be in Benson Memorial Center or the Locatelli Student Activity Cent

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Locations: You may also provide additional layout or setup instructions in the text-based Instructions field.

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Resources

Attached Files

Further Event Information

Post-Save

Saved Searches (optional)

Search Locations

Hint! Type :: to use SeriesQL.

Reset

Benson WILLIMAN	Benson Memorial Center Williman Room	Capacity: 120	★		
Date	Time	Issues	Layout	Instructions	Attendance
Sat Jan 10 2026	9:00 am - 10:00 am		Theater <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Remove"/>		<input type="button" value="View Occurrences"/>			

Resources

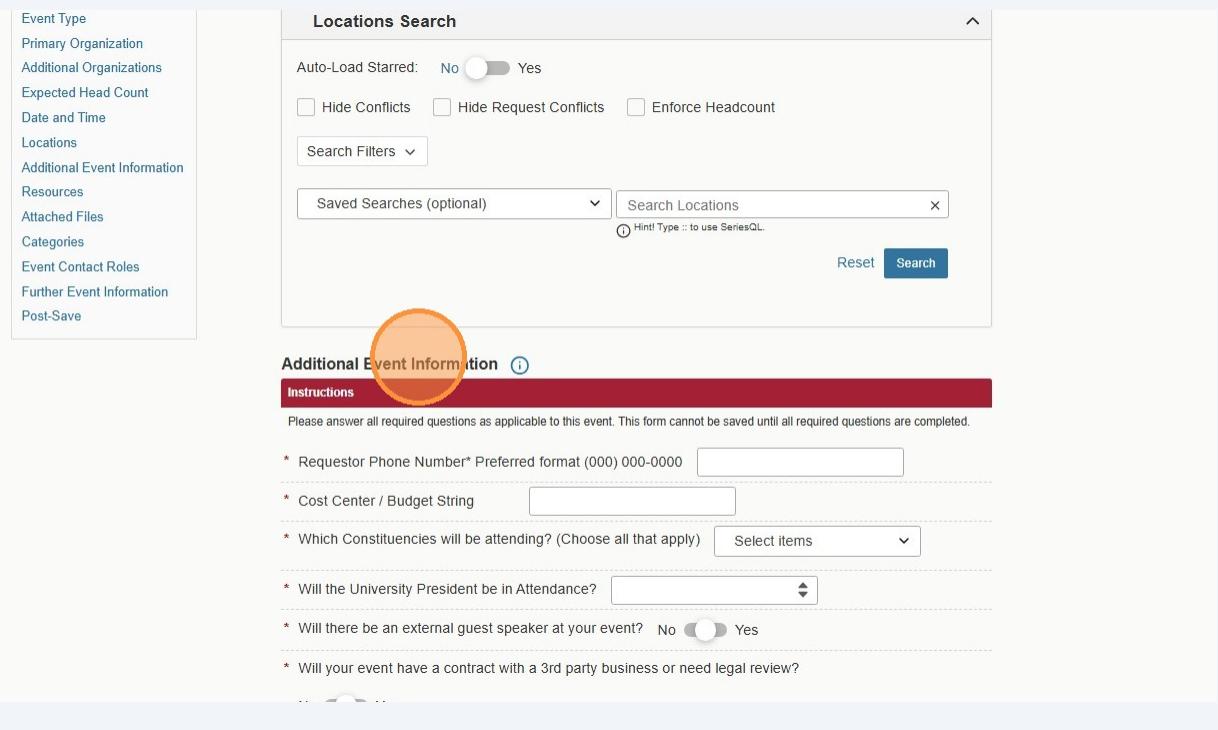
Instructions

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

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**Additional Event Information:** Based upon your Event Type and Location, the 25Live Event Form will request additional information about your event that is relevant to SCU event stakeholders. All required questions must be answered in order to save/submit your request.

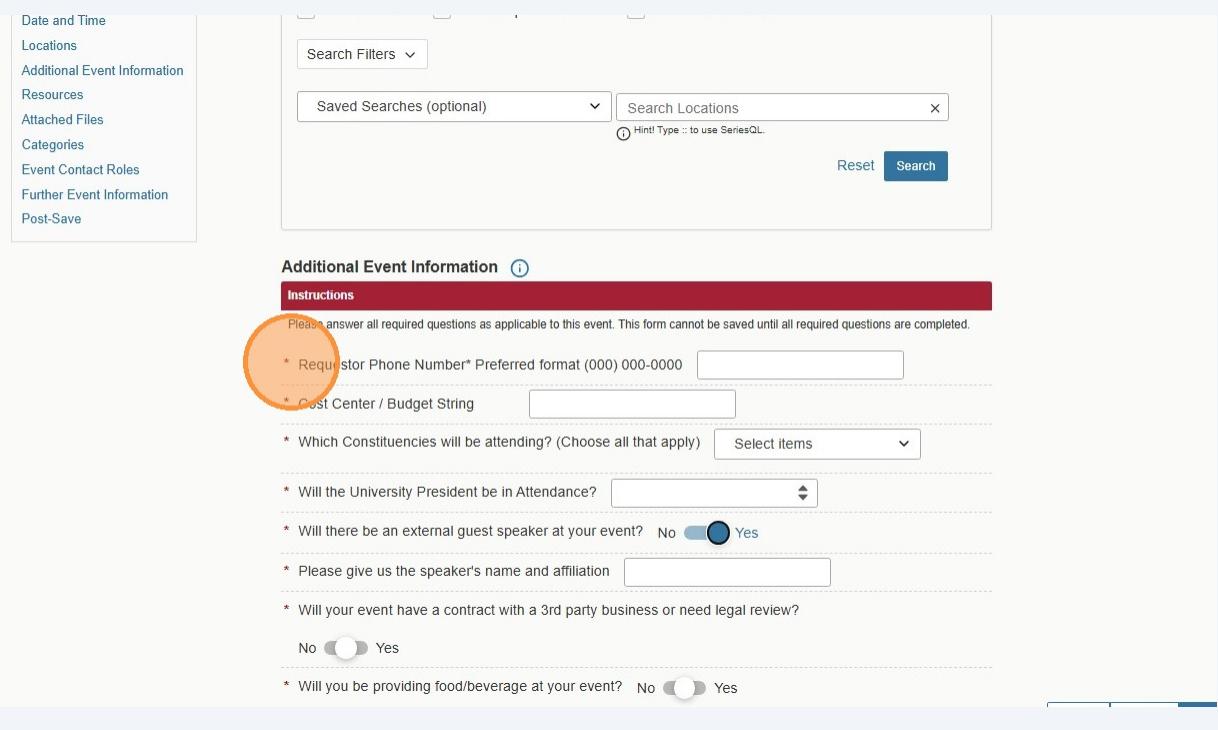
**NOTE:** The 25Live Event Form is a "smart" form and questions will be added/removed based upon your responses to previous questions.



The screenshot shows the 25Live Event Form interface. On the left, a sidebar lists various event details: Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Additional Event Information (which is highlighted in blue), Resources, Attached Files, Categories, Event Contact Roles, Further Event Information, and Post-Save. The main area is titled 'Locations Search' and includes options for Auto-Load Starred (No/Yes), Hide Conflicts, Hide Request Conflicts, and Enforce Headcount. Below this is a 'Search Filters' dropdown and a search bar with a hint to use SeriesQL. The 'Additional Event Information' section is titled 'Instructions' and contains a note: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.' It includes fields for Requestor Phone Number (with an orange circle around it), Cost Center / Budget String, Constituencies attending (a dropdown menu), University President attendance (a dropdown menu), external guest speaker (a toggle switch set to 'Yes'), and a contract with a 3rd party business (a toggle switch set to 'No').

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**Additional Event Information:** Enter the event requestor's phone number in the preferred format.



The screenshot shows the 25Live Event Form interface, similar to the previous one but with different question content. The sidebar and 'Locations Search' section are identical. The 'Additional Event Information' section now includes fields for Requestor Phone Number (with an orange circle around it), Cost Center / Budget String, Constituencies attending (a dropdown menu), University President attendance (a dropdown menu), external guest speaker (a toggle switch set to 'Yes'), a speaker's name and affiliation (a text input field), and a contract with a 3rd party business (a toggle switch set to 'No'). It also includes a question about food/beverage (a toggle switch set to 'Yes').

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Additional Event Information: Enter "CSI" for Cost Center. The CSI team will add the appropriate cost center info when they approve the student event.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Projected Head Count  
Date and Time  
Categories  
Additional Event Information  
Attachments  
Sources  
Attached Files  
Categories  
Event Contact Roles  
Other Event Information  
Save

Date	Time	Issues	Layout	Instructions	Attendance
Fri Jan 16 2026	7:00 pm - 8:00 pm		Classroom	<input type="button" value="Preview"/>	
<input type="button" value="Remove"/> <input type="button" value="View Occurrences"/>					

**Additional Event Information** ⓘ

**Instructions**

Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.

\* Requestor Phone Number\* Preferred format (000) 000-0000

\* Cost Center / Budget String

\* Which Constituencies will be attending? (Choose all that apply)

\* Will the University President be in Attendance?

\* Will there be an external guest speaker at your event? No  Yes

\* Will your event have a contract with a 3rd party business or need legal review? No  Yes

\* Will you be providing food/beverage at your event? No  Yes

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Additional Event Information: Select all of the attendee constituencies that apply to this event.

Event Name  
Attachments  
Projected Head Count  
Date and Time  
Categories  
Additional Event Information  
Save

Date	Time	Issues	Layout	Instructions	Attendance
Fri Jan 16 2026	7:00 pm - 8:00 pm		Classroom	<input type="button" value="Preview"/>	
<input type="button" value="Remove"/> <input type="button" value="View Occurrences"/>					

**Additional Event Information** ⓘ

**Instructions**

Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.

\* Requestor Phone Number\* Preferred format (000) 000-0000

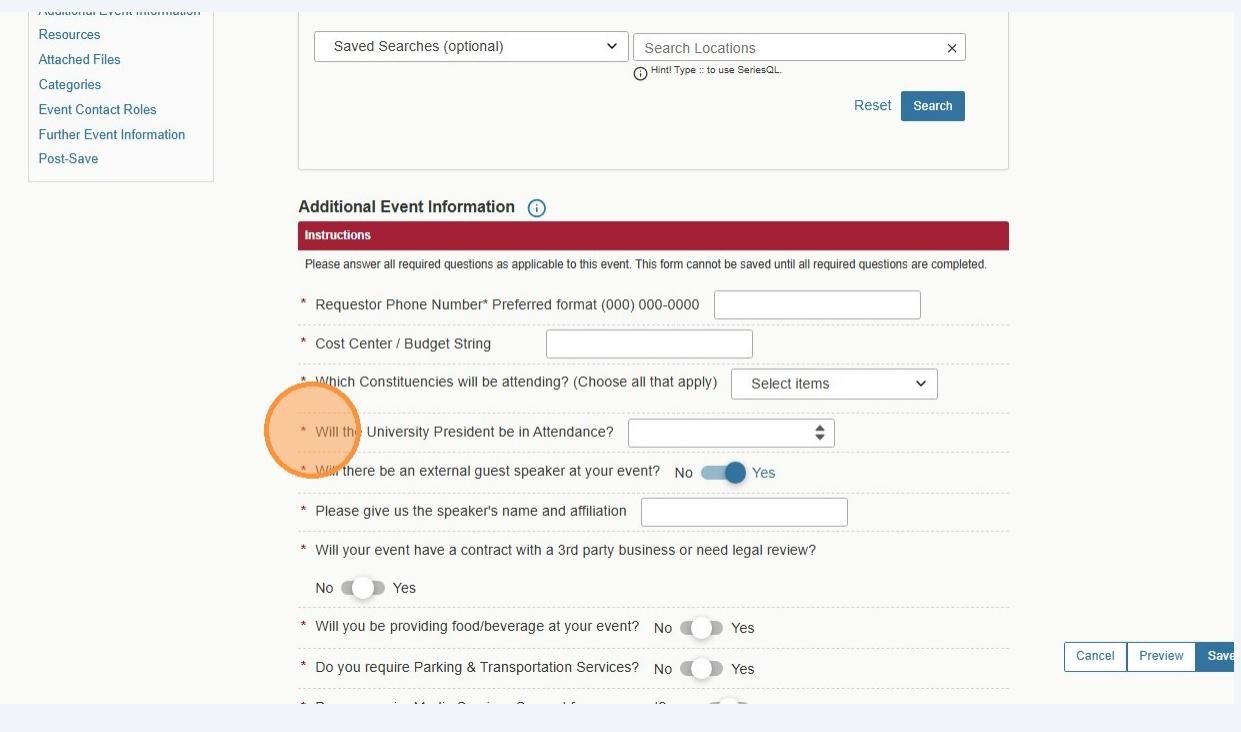
\* Cost Center / Budget String

\* Which Constituencies will be attending? (Choose all that apply)

Alumni  
 Faculty  
 Staff  
 Students  
 General Public

23

Additional Event Information: Select the appropriate response from the drop-down menu to let event stakeholders know whether or not the University President will be attending the event.



The screenshot shows a web-based form for event management. On the left, a sidebar lists 'Additional Event Information' and various navigation options: Resources, Attached Files, Categories, Event Contact Roles, Further Event Information, and Post-Save. The main area is titled 'Additional Event Information' with a blue 'i' icon. A red 'Instructions' bar contains the text: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.' Below this, several questions are listed with required fields indicated by an asterisk (\*):

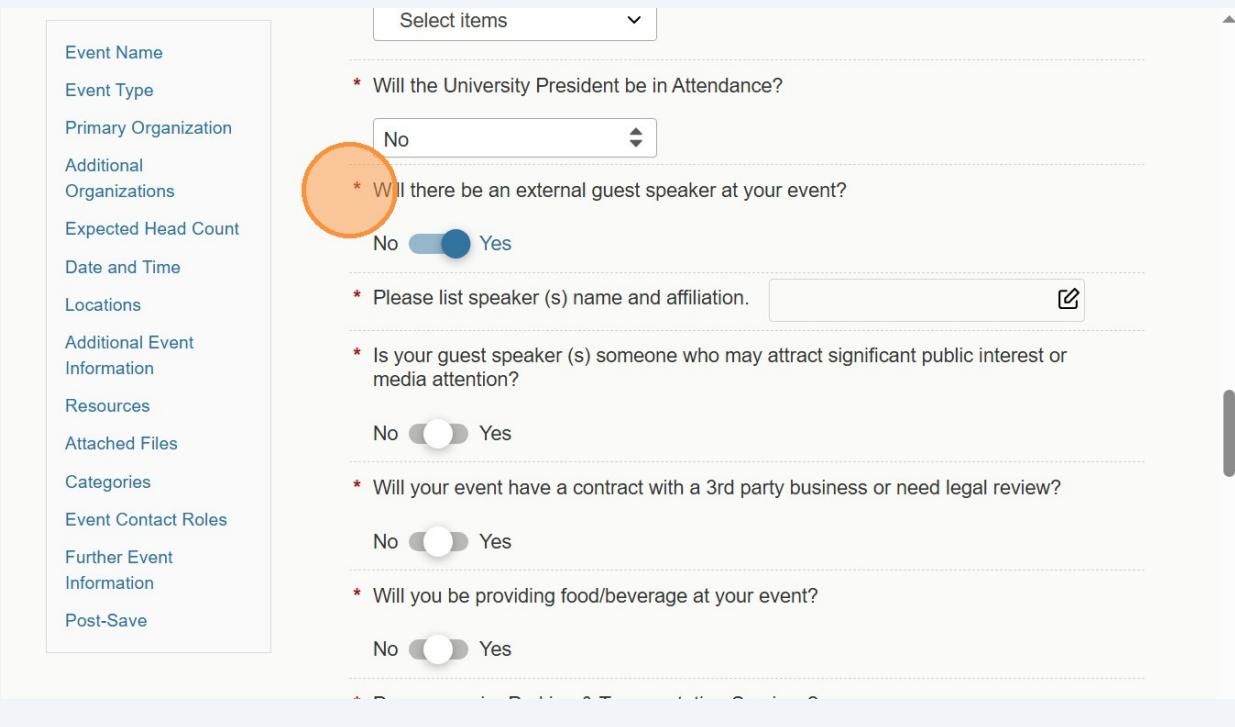
- \* Requestor Phone Number\* Preferred format (000) 000-0000
- \* Cost Center / Budget String
- \* Which Constituencies will be attending? (Choose all that apply)
- \* Will the University President be in Attendance?
- \* Will there be an external guest speaker at your event? No  Yes
- \* Please give us the speaker's name and affiliation
- \* Will your event have a contract with a 3rd party business or need legal review? No  Yes
- \* Will you be providing food/beverage at your event? No  Yes
- \* Do you require Parking & Transportation Services? No  Yes

At the bottom right of the form are 'Cancel', 'Preview', and 'Save' buttons.

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Additional Event Information: Move the toggle to indicate if you will be having an external, non-SCU speaker(s) at your event.

If you answer "Yes", the form will also ask for additional information about the speaker(s).



Event Name

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Additional Event Information

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

Select items

\* Will the University President be in Attendance?

No

\* Will there be an external guest speaker at your event?

No

\* Please list speaker (s) name and affiliation.

\* Is your guest speaker (s) someone who may attract significant public interest or media attention?

No

\* Will your event have a contract with a 3rd party business or need legal review?

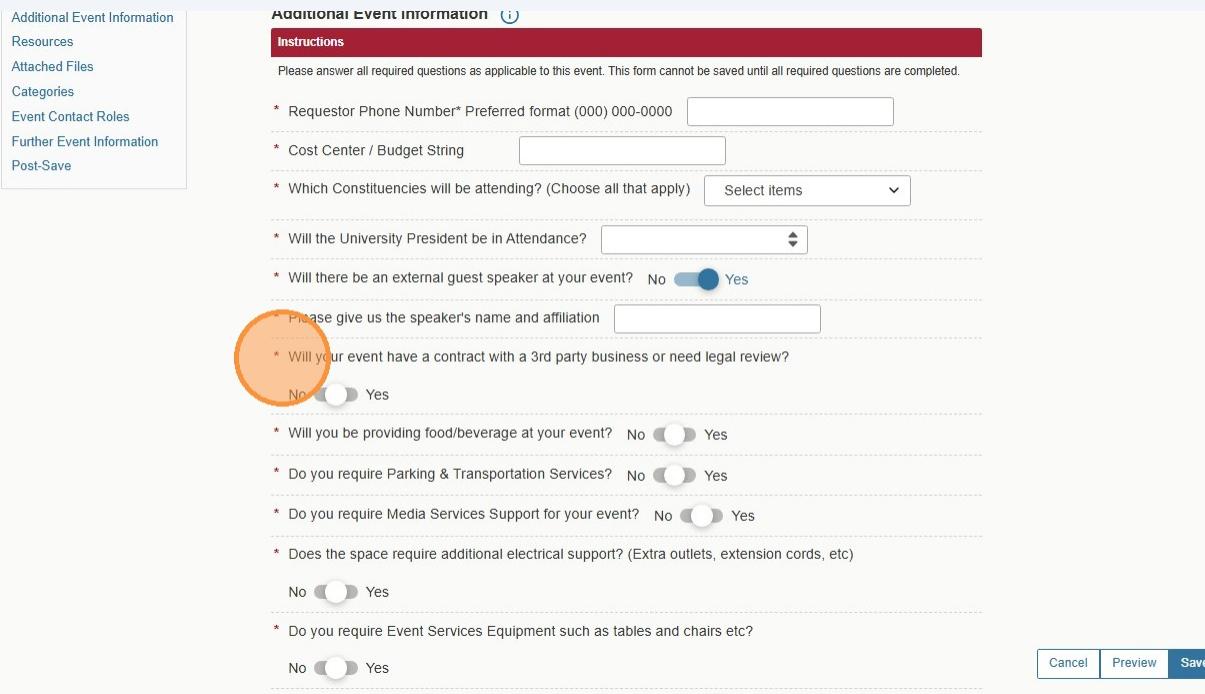
No

\* Will you be providing food/beverage at your event?

No

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Additional Event Information: Move the toggle to indicate if your event will require a contract with a third party business.



Additional Event Information

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

Additional Event Information Help

**Instructions**

Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.

\* Requestor Phone Number\* Preferred format (000) 000-0000

\* Cost Center / Budget String

\* Which Constituencies will be attending? (Choose all that apply)

\* Will the University President be in Attendance?

\* Will there be an external guest speaker at your event? No

\* Please give us the speaker's name and affiliation

\* Will your event have a contract with a 3rd party business or need legal review?

No

\* Will you be providing food/beverage at your event? No

\* Do you require Parking & Transportation Services? No

\* Do you require Media Services Support for your event? No

\* Does the space require additional electrical support? (Extra outlets, extension cords, etc)

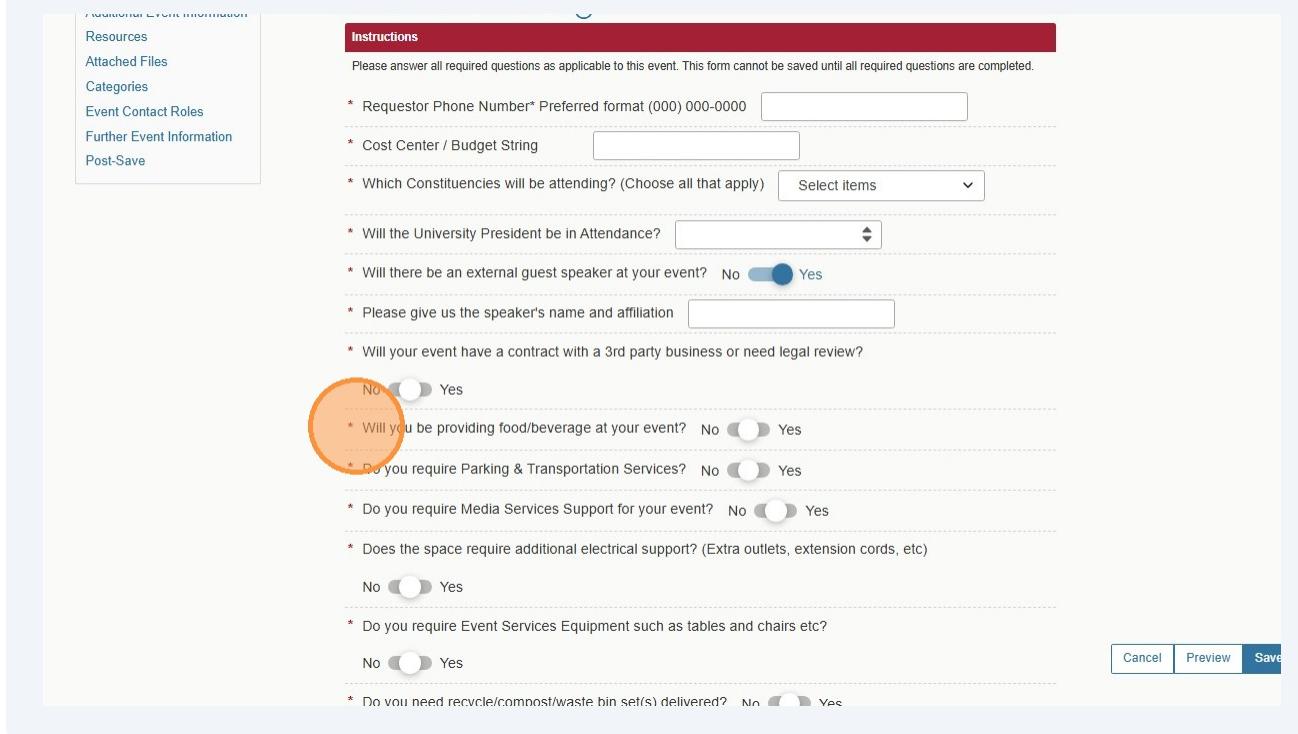
\* Do you require Event Services Equipment such as tables and chairs etc?

Cancel Preview Save

26

Additional Event Information: Move the toggle to indicate if you will be serving food or beverage at this event.

If you are, you will be asked whether you are using SCU's Bon Appetit catering service or an external provider. Depending on your response, a pop-up window will appear providing access to Bon Appetit's catering order form or SCU's relevant food and beverage policies.

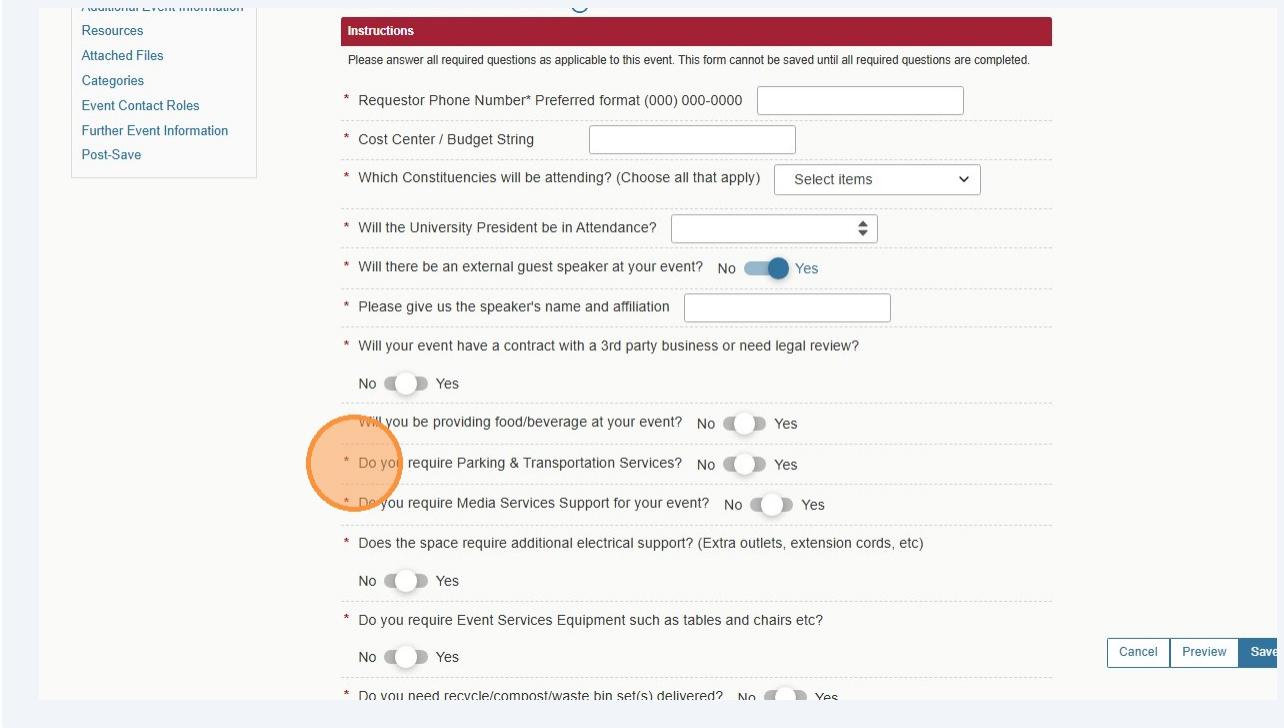


The screenshot shows a web-based event planning form. On the left, a sidebar lists 'Resources', 'Attached Files', 'Categories', 'Event Contact Roles', 'Further Event Information', and 'Post-Save'. The main area has a red header bar with the text 'Instructions' and a sub-instruction: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.' Below this, there are several questions with required fields indicated by an asterisk (\*). The question 'Will you be providing food/beverage at your event?' has a radio button group ('No' and 'Yes') circled in orange. The 'Yes' radio button is selected. Other questions include 'Cost Center / Budget String', 'Which Constituencies will be attending?', 'Will the University President be in Attendance?', 'Will there be an external guest speaker at your event? (No/Yes)', 'Please give us the speaker's name and affiliation', 'Will your event have a contract with a 3rd party business or need legal review?', 'Do you require Parking & Transportation Services?', 'Do you require Media Services Support for your event?', 'Does the space require additional electrical support? (Extra outlets, extension cords, etc.)', 'Do you require Event Services Equipment such as tables and chairs etc?', and 'Do you need recycle/compost/waste bin set(s) delivered? (No/Yes)'. At the bottom right are 'Cancel', 'Preview', and a blue 'Save' button.

27

**Additional Event Information:** Move the toggle to indicate if your attendees will need any Parking or Transportation Service's offerings (parking passes, reserved spaces, shuttle rentals, etc.)

If you answer "Yes," a pop-up window will appear providing access to the Parking and Transportation Service's request form.



The screenshot shows a web-based event registration form. On the left, a sidebar lists 'Additional Event Information' with links to 'Resources', 'Attached Files', 'Categories', 'Event Contact Roles', 'Further Event Information', and 'Post-Save'. The main content area has a red header bar with the word 'Instructions'. Below it, a note says: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.' The form contains several questions with required fields marked by an asterisk (\*):

- \* Requestor Phone Number\* Preferred format (000) 000-0000
- \* Cost Center / Budget String
- \* Which Constituencies will be attending? (Choose all that apply)
- \* Will the University President be in Attendance?
- \* Will there be an external guest speaker at your event? No  Yes
- \* Please give us the speaker's name and affiliation
- \* Will your event have a contract with a 3rd party business or need legal review? No  Yes
- \* Will you be providing food/beverage at your event? No  Yes
- \* Do you require Parking & Transportation Services? No  Yes
- \* Do you require Media Services Support for your event? No  Yes
- \* Does the space require additional electrical support? (Extra outlets, extension cords, etc) No  Yes
- \* Do you require Event Services Equipment such as tables and chairs etc? No  Yes
- \* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

At the bottom right are three buttons: 'Cancel', 'Preview', and a blue 'Save' button.

28

Additional Event Information: Will you need A/V equipment (beyond what is installed in the room) or Media Services support for your event?

If you answer "Yes," a pop-up window will appear providing access to the Media Services' equipment and services order form.

Event Name	<p>* Will you be providing food/beverage at your event?</p> <p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Event Type	<p>* Do you require Parking &amp; Transportation Services?</p> <p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Primary Organization	<p>* Will you be ordering A/V equipment through Media Services?</p> <p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Additional Organizations	<p>* Does the space require additional electrical support? (Extra outlets, extension cords, etc)</p> <p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Expected Head Count	<p>* Do you require Event Services Equipment such as tables and chairs etc?</p> <p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Date and Time	<p>* Do you need recycle/compost/waste bin set(s) delivered?</p> <p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Locations	
Additional Event Information	
Resources	
Attached Files	
Categories	
Event Contact Roles	
Further Event Information	
Post-Save	

29

Additional Event Information: If you will need additional electrical support for your event, you can indicate that here to notify Operations of your needs.

Event Name	<p>* Will the University President be in Attendance? <input type="text"/></p>
Event Type	<p>* Will there be an external guest speaker at your event? No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Primary Organization	<p>* Please give us the speaker's name and affiliation <input type="text"/></p>
Additional Organizations	<p>* Will your event have a contract with a 3rd party business or need legal review?</p>
Expected Head Count	<p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Date and Time	<p>* Will you be providing food/beverage at your event? No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Locations	<p>* Do you require Parking &amp; Transportation Services? No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Additional Event Information	<p>* Do you require Media Services Support for your event? No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Resources	<p>* Does the space require additional electrical support? (Extra outlets, extension cords, etc) No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Attached Files	<p>* Do you require Event Services Equipment such as tables and chairs etc?</p>
Categories	<p>No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Event Contact Roles	<p>* Do you need recycle/compost/waste bin set(s) delivered? No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Further Event Information	<p>* Do you require custodial support services? No <input type="radio"/> Yes <input checked="" type="radio"/></p>
Post-Save	<p>* Do you have a non-SCU affiliated co-sponsor for this event? No <input type="radio"/> Yes <input checked="" type="radio"/></p> <p>* Please provide the contact information for your SCU sponsor (first name, last name and phone/email address) <input type="text"/></p>

30

Outdoor Sound Amplification - If you requested an outdoor space, you will be asked whether your event includes amplified sound. If you select **Yes**, additional questions will appear. Please review the pop-up alert outlining the Outdoor Amplified Sound Policy.

Once you submit your Event Form, your event request, including the request for outdoor amplified sound, will be processed by SCU stakeholders. You will receive an email notifying you whether your request for outdoor amplified sound has been approved.

\* Will you be ordering food through Bon Appetit or external catering?

Bon Appetit

\* Do you require Parking & Transportation Services?  No  Yes

\* Will you be ordering A/V equipment through Media Services?  No  Yes

\* Does the space require additional electrical support? (Extra outlets, extension cords, etc)

No  Yes

\* Please describe your electrical support requirements.

\* Does your event require Amplified Sound?  No  Yes

\* What sound amplification will you be using? Check all that apply

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

\* If your request for amplified sound gets denied, would you be able to still have your event?

\* Do you require Event Services Equipment such as tables and chairs etc?

No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered?  No  Yes

**31**

### Outdoor Sound Amplification Request: Scroll through the drop-down menu and check all that apply.

\* Will you be ordering food through Bon Appétit or external catering?

\* Do you require Parking & Transportation Services?  No  Yes

\* Will you be ordering A/V equipment through Media Services?  No  Yes

\* Does the space require additional electrical support? (Extra outlets, extension cords, etc)  
No  Yes

\* Please describe your electrical support requirements.

\* Does your event require Amplified Sound?  No  Yes

\* What sound amplification will you be using? Check all that apply

Select items

- Speaker system for DJ
- Speaker system for a band
- Speaker system for a microphone only (to make announcements)
- Speaker system to have background music (playing)

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

**32**

### Outdoor Sound Amplification Request: Please describe any event or equipment information that would be helpful to determine approval.

Event Name

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Additional Event Information

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

\* Please describe your electrical support requirements.

\* Does your event require Amplified Sound?  No  Yes

\* What sound amplification will you be using? Check all that apply

Select items

- Speaker system for DJ
- Speaker system for a band
- Speaker system for a microphone only (to make announcements)
- Speaker system to have background music (playing)

Speaker system for a microphone only (to make announcements)

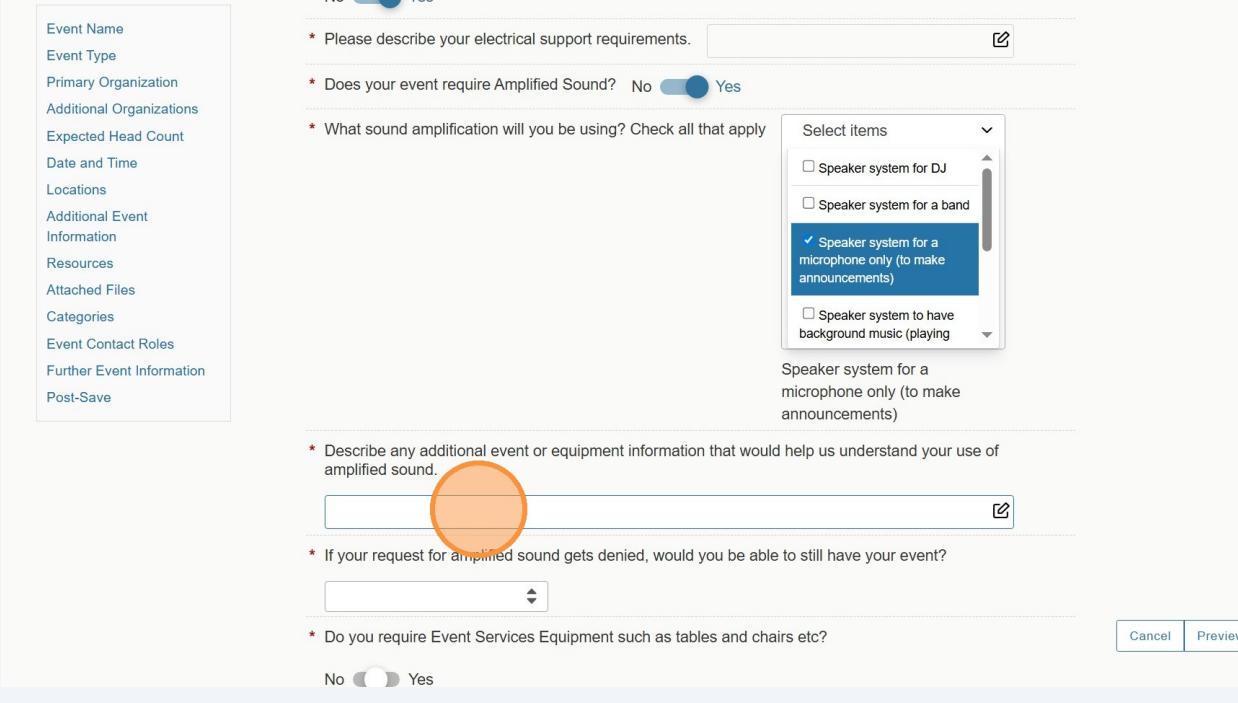
\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

\* If your request for amplified sound gets denied, would you be able to still have your event?

\* Do you require Event Services Equipment such as tables and chairs etc?  No  Yes

33

Outdoor Sound Amplification Request: Indicate if your event can happen without outdoor amplification by checking the appropriate response from the drop-down menu.



Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Please describe your electrical support requirements.

\* Does your event require Amplified Sound? No  Yes

\* What sound amplification will you be using? Check all that apply

Select items

- Speaker system for DJ
- Speaker system for a band
- Speaker system for a microphone only (to make announcements)
- Speaker system to have background music (playing)

Speaker system for a microphone only (to make announcements)

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

\* If your request for amplified sound gets denied, would you be able to still have your event?

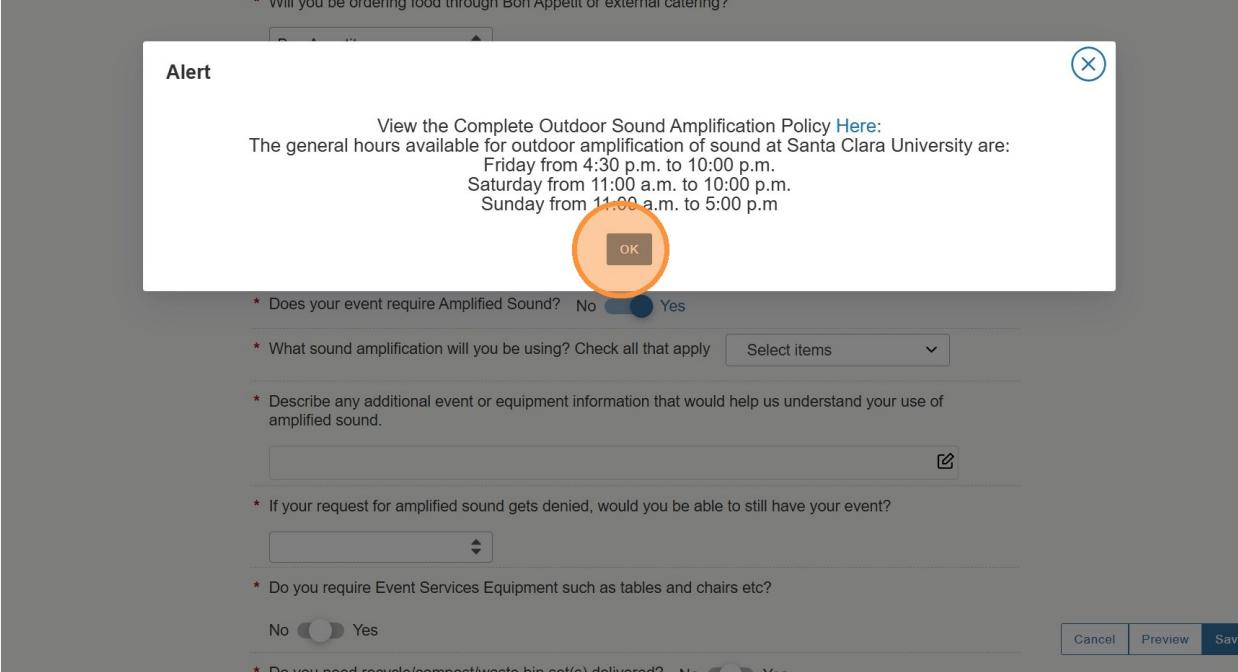
\* Do you require Event Services Equipment such as tables and chairs etc?

No  Yes

[Cancel](#) [Preview](#)

34

Outdoor Sound Amplification Request: Review the policy information by clicking on the link in the pop-up alert.



\* Will you be ordering food through Bon Appetit or external catering?

Alert

View the Complete Outdoor Sound Amplification Policy [Here](#):  
The general hours available for outdoor amplification of sound at Santa Clara University are:  
Friday from 4:30 p.m. to 10:00 p.m.  
Saturday from 11:00 a.m. to 10:00 p.m.  
Sunday from 11:00 a.m. to 5:00 p.m.

\* Does your event require Amplified Sound? No  Yes

\* What sound amplification will you be using? Check all that apply

Select items

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

\* If your request for amplified sound gets denied, would you be able to still have your event?

\* Do you require Event Services Equipment such as tables and chairs etc?

No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

[Cancel](#) [Preview](#) [Save](#)

35

**Additional Event Information:** Will you need additional tables, chairs, or other event equipment for this event? If so, move the toggle accordingly. Later in the form you will be able to request the type and quantities of event equipment you will need.

**NOTE:** Be sure to pay attention to any pop-up instructions directing you to select resources from a specific provider. Different spaces on campus are supported by different resource teams and it is important that your resource request go to the appropriate provider for your requested space.

Primary Organization      Additional Organizations      Expected Head Count      Date and Time      Locations      Additional Event Information      Resources      Attached Files      Categories      Event Contact Roles      Further Event Information      Post-Save

NO YES

\* Please give us the speaker's name and affiliation

\* Will your event have a contract with a 3rd party business or need legal review?  
No  Yes

\* Will you be providing food/beverage at your event? No  Yes

\* Do you require Parking & Transportation Services? No  Yes

\* Do you require Media Services Support for your event? No  Yes

\* Does the space require additional electrical support? (Extra outlets, extension cords, etc)  
No  Yes

\* Do you require Event Services Equipment such as tables and chairs etc?  
No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

\* Do you require custodial support services? No  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

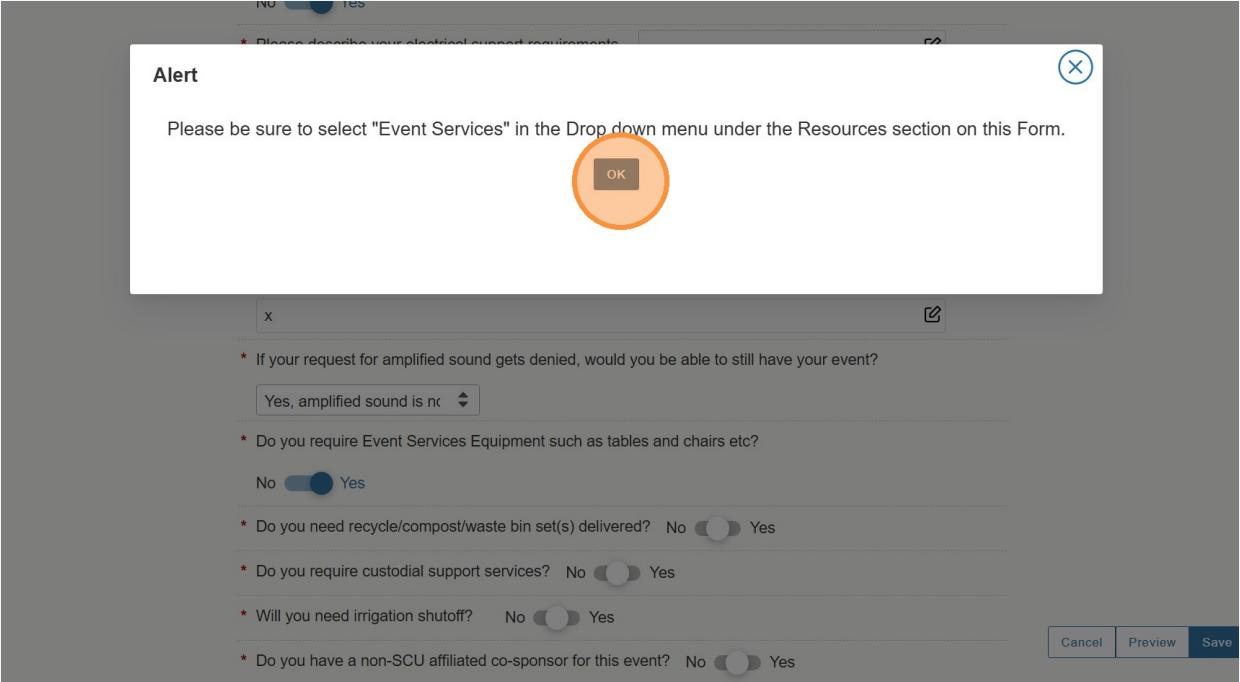
\* Please provide the contact information for your SCU sponsor (first name, last name and phone/email address)

\* Your Title within the Student Organization (Type n/a if you do not have a title)



36

This example requested an outdoor space, so "Event Services" is the correct resource provider. This will vary dependent on the space.



The screenshot shows a modal dialog box with the title "Alert". The message inside the box reads: "Please be sure to select "Event Services" in the Drop down menu under the Resources section on this Form." Below the message is an "OK" button, which is highlighted with an orange circle. The background of the dialog is white, and the "OK" button is dark grey with white text.

\* Please describe your electrical support requirements.

**Alert**

Please be sure to select "Event Services" in the Drop down menu under the Resources section on this Form.

OK

X

Cancel Preview Save

\* If your request for amplified sound gets denied, would you be able to still have your event?  
Yes, amplified sound is n<sup>c</sup>

\* Do you require Event Services Equipment such as tables and chairs etc?  
No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

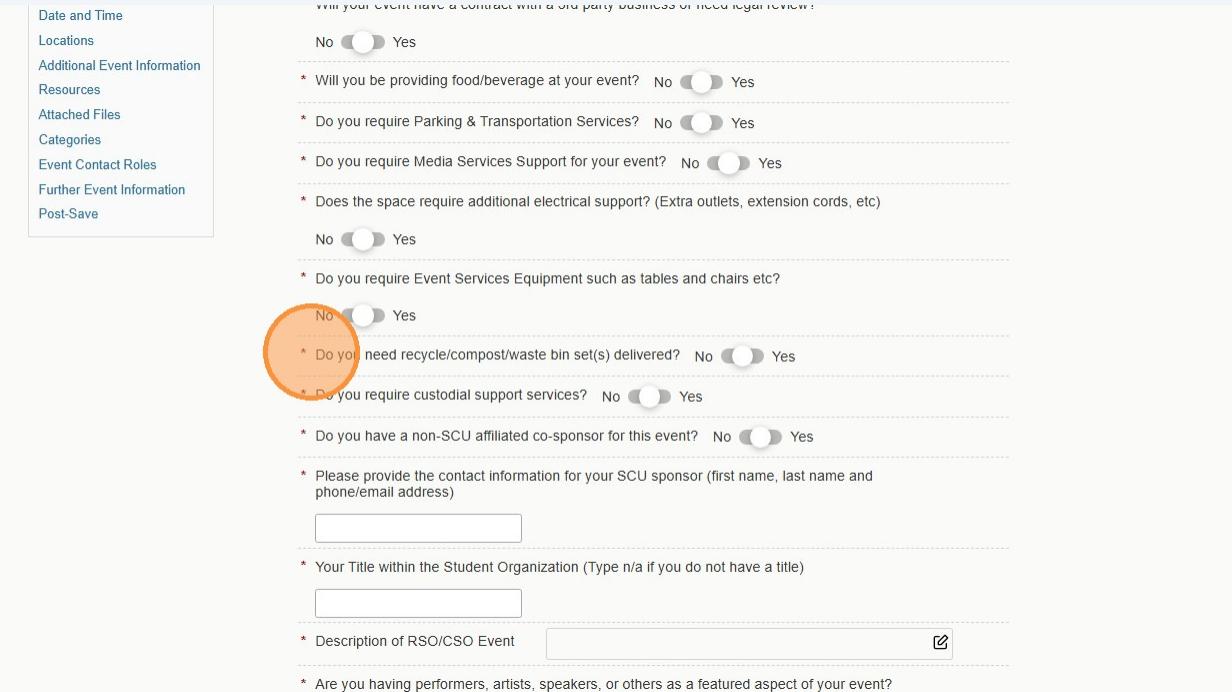
\* Do you require custodial support services? No  Yes

\* Will you need irrigation shutoff? No  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

37

**Additional Event Information:** Move the toggle to indicate if you will need additional trash/recycling/compost bins. If you are providing food for a group, be sure to consider whether or not the bins located in the room can accommodate the amount of waste that will be generated during your event.



The screenshot shows a form for "Additional Event Information". On the left, there is a sidebar with the following options: Date and Time, Locations, Additional Event Information, Resources, Attached Files, Categories, Event Contact Roles, Further Event Information, and Post-Save. The "Additional Event Information" option is currently selected. The main content area contains several questions with radio button options. The first question is "Will your event have a contract with a 3rd party business or need legal review?", with "No" and "Yes" options. The second question is "Will you be providing food/beverage at your event?", with "No" and "Yes" options. The third question is "Do you require Parking & Transportation Services?", with "No" and "Yes" options. The fourth question is "Do you require Media Services Support for your event?", with "No" and "Yes" options. The fifth question is "Does the space require additional electrical support? (Extra outlets, extension cords, etc)", with "No" and "Yes" options. The sixth question is "Do you require Event Services Equipment such as tables and chairs etc?", with "No" and "Yes" options. The seventh question is "Do you need recycle/compost/waste bin set(s) delivered?", with "No" and "Yes" options. The eighth question is "Do you require custodial support services?", with "No" and "Yes" options. The ninth question is "Do you have a non-SCU affiliated co-sponsor for this event?", with "No" and "Yes" options. The tenth question is "Please provide the contact information for your SCU sponsor (first name, last name and phone/email address)", with a text input field. The eleventh question is "Your Title within the Student Organization (Type n/a if you do not have a title)", with a text input field. The twelfth question is "Description of RSO/CSO Event", with a text input field. The thirteenth question is "Are you having performers, artists, speakers, or others as a featured aspect of your event?", with a text input field.

Date and Time

Locations

Additional Event Information

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

Will your event have a contract with a 3rd party business or need legal review?

No  Yes

\* Will you be providing food/beverage at your event? No  Yes

\* Do you require Parking & Transportation Services? No  Yes

\* Do you require Media Services Support for your event? No  Yes

\* Does the space require additional electrical support? (Extra outlets, extension cords, etc)  
No  Yes

\* Do you require Event Services Equipment such as tables and chairs etc?  
No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

\* Do you require custodial support services? No  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

\* Please provide the contact information for your SCU sponsor (first name, last name and phone/email address)

\* Your Title within the Student Organization (Type n/a if you do not have a title)

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?

**38**

**Additional Event Information: Move toggle to indicate if your event requires additional custodial services.**

- Event Name
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Date and Time
- Locations
- Additional Event Information
- Resources
- Attached Files
- Categories
- Event Contact Roles
- Further Event Information
- Post-Save

\* Please describe your electrical support requirements.

\* Does your event require Amplified Sound?  Yes

\* What sound amplification will you be using? Check all that apply

Speaker system for a microphone only (to make announcements)

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

\* If your request for amplified sound gets denied, would you be able to still have your event?

\* Do you require Event Services Equipment such as tables and chairs etc?  Yes

\* Do you need recycle/compost/waste bin set(s) delivered?  Yes

\* Do you require custodial support services?  Yes

\* Will you need irrigation shutoff?  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event?  Yes

**39**

**Additional Event Information: All outdoor space requests need irrigation support. Move the toggle to Yes. This will alert the operations team to turn off the sprinklers, if necessary.**

- Event Name
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Date and Time
- Locations
- Additional Event Information
- Resources
- Attached Files
- Categories
- Event Contact Roles
- Further Event Information
- Post-Save

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.

\* If your request for amplified sound gets denied, would you be able to still have your event?

\* Do you require Event Services Equipment such as tables and chairs etc?  Yes

\* Do you need recycle/compost/waste bin set(s) delivered?  Yes

\* Do you require custodial support services?  Yes

\* Will you need irrigation shutoff?  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event?  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  Yes

**40**

**Additional Event Information:** Use the toggle to indicate if your event will be co-sponsored by a non-SCU business or organization.

If you answer "Yes", additional information about the external organization will be requested.

Additional Event Information

Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Will you be providing food/beverage at your event? No  Yes

\* Do you require Parking & Transportation Services? No  Yes

\* Do you require Media Services Support for your event? No  Yes

\* Does the space require additional electrical support? (Extra outlets, extension cords, etc)  
No  Yes

\* Do you require Event Services Equipment such as tables and chairs etc?  
No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

\* Do you require custodial support services? No  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

\* Please provide the contact information for your SCU sponsor (first name, last name and phone/email address)

\* Your Title within the Student Organization (Type n/a if you do not have a title)

\* Description of RSO/CSO Event  

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  
No  Yes

\* Will you be inviting any community organizations (schools K-12 or Graduates) to be a part of your event?

**Cancel** **Preview** **Save**

**41**

**Additional Event Information: Add your student organization title.**

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.  
 

\* If your request for amplified sound gets denied, would you be able to still have your event?  
 Yes, amplified sound is n/a 

\* Do you require Event Services Equipment such as tables and chairs etc?  
No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

\* Do you require custodial support services? No  Yes

\* Will you need irrigation shutoff? No  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)

\* Description of RSO/CSO Event  

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  
No  Yes

**Cancel** **Preview**

**42**

## Additional Event Information: Describe the purpose of this event.

Event Name  
 Event Type  
 Primary Organization  
 Additional Organizations  
 Expected Head Count  
 Date and Time  
 Locations  
 Additional Event Information  
 Resources  
 Attached Files  
 Categories  
 Event Contact Roles  
 Further Event Information  
 Post-Save

\* Describe any additional event or equipment information that would help us understand your use of amplified sound.



\* If your request for amplified sound gets denied, would you be able to still have your event?

Yes, amplified sound is not required

\* Do you require Event Services Equipment such as tables and chairs etc?

No  Yes

\* Do you need recycle/compost/waste bin set(s) delivered? No  Yes

\* Do you require custodial support services? No  Yes

\* Will you need irrigation shutoff? No  Yes

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)

President

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?

No  Yes

**43**

## Additional Event Information: Indicate if there will be performers, speakers, or other featured guests at the event. Then mark the appropriate description from the drop-down menu.

Event Name  
 Event Type  
 Primary Organization  
 Additional Organizations  
 Expected Head Count  
 Date and Time  
 Locations  
 Additional Event Information  
 Resources  
 Attached Files  
 Categories  
 Event Contact Roles  
 Further Event Information  
 Post-Save

\* Do you have a non-SCU affiliated co-sponsor for this event? No  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)

President

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?

No  Yes

\* Please select the type of featured Guest/Group

\* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?

No  Yes

\* Will you be selling tickets for your event? No  Yes

\* Will you be collecting money (cash, check, credit card) at your event?

No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)?

No  Yes

\* Will your event require any of the following specialty items? Please check all that apply?

Select items

**44**

## Additional Event Information: Move toggle to indicate if you will be inviting any companies, organizations, or schools to be a part of your event.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Do you have a non-SCU affiliated co-sponsor for this event?  No  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)  
President

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  
 No  Yes

\* Please select the type of featured Guest/Group

\* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?  
 No  Yes

\* Will you be selling tickets for your event?  No  Yes

\* Will you be collecting money (cash, check, credit card) at your event?  
 No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)  
 No  Yes

\* Will your event require any of the following specialty items? Please check all that apply?

**45**

## Additional Event Information: Use the toggle to indicate if you will be selling tickets for your event.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Do you have a non-SCU affiliated co-sponsor for this event?  No  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)  
President

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  
 No  Yes

\* Please select the type of featured Guest/Group

\* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?  
 No  Yes

\* Will you be selling tickets for your event?  No  Yes

\* Will you be collecting money (cash, check, credit card) at your event?  
 No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)  
 No  Yes

\* Will your event require any of the following specialty items? Please check all that apply?

**46**

## Additional Event Information: Use the toggle to indicate if you will be collecting money at your event.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Do you have a non-SCU affiliated co-sponsor for this event?  No  Yes

\* Your Title within the Student Organization (Type n/a if you do not have a title)  
President

\* Description of RSO/CSO Event  Enter description of the event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  
 No  Yes

\* Please select the type of featured Guest/Group  SCU affiliates (students, f

\* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?  
 No  Yes

\* Will you be selling tickets for your event?  No  Yes

\* Will you be collecting money (cash, check, credit card) at your event?  
 No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)  
 No  Yes

\* Will your event require any of the following specialty items? Please check all that apply?  
 Select items

Cancel  Preview

**47**

## Additional Event Information: Move toggle to indicate if anything will be sold at the event.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

No  Yes

\* Please select the type of featured Guest/Group  SCU affiliates (students, f

\* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?  
 No  Yes

\* Will you be selling tickets for your event?  No  Yes

\* Will you be collecting money (cash, check, credit card) at your event?  
 No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)  
 No  Yes

\* Will your event require any of the following specialty items? Please check all that apply?  
 Select items

\* "Day of" Contact Name

\* "Day of" Cell Number\* Preferred format (000) 000-0000

Add a Custom Attribute

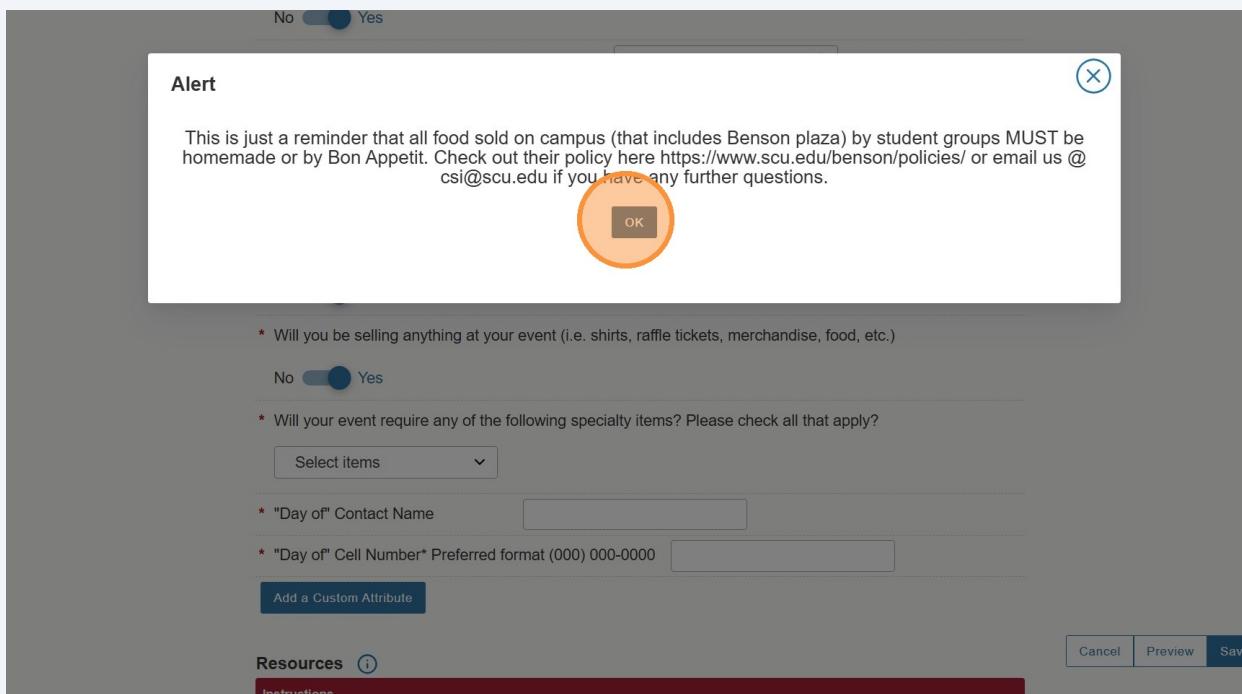
**Resources**

**Instructions**

Cancel  Preview

48

If Yes, a pop-up alert window with instructions will appear. Please follow all guidelines and policies.



49

Additional Event Information: Please review drop-down menu and check any items that will be at your event (whether provided by SCU or an external vendor.) Check "None" if that applies.

This screenshot shows a sidebar with navigation links: Event Name, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Additional Event Information, Resources, Attached Files, Categories, Event Contact Roles, Further Event Information, and Post-Save. The main area has a 'No' toggle switch. Below it is a section for guest selection with a dropdown menu showing 'SCU affiliates (students, f)'. There are questions about inviting companies, selling tickets, collecting money, selling merchandise, and requiring specialty items. The 'None' option in the specialty items dropdown is highlighted with a red circle.

50

Additional Event Information: List the first and last name of the person that will be the primary contact on the day of the event.

ation  
nizations  
Count

oles  
formation

\* Will you be collecting money (cash, check, credit card) at your event?  
No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)?  
No  Yes

\* Will your event require any of the following specialty items? Please check all that apply?

Select items

- Oven Grills
- Trussing
- Fog Machine
- Hazer
- None

None

\* "Day of" Contact Name

\* "Day of" Cell Number\* Preferred format (000) 000-0000

[Add a Custom Attribute](#)

[Resources](#) (i)

[Instructions](#)

[Cancel](#) [Preview](#) [Save](#)

51

Additional Event Information: Provide the cell number of the person that will be the primary contact on the day of the event. Please do not enter an office extension as the contact is typically away from their desk during the event time.

Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

\* Enter the name of the Student Organization (type here if you do not have a box)

\* Description of RSO/CSO Event

\* Are you having performers, artists, speakers, or others as a featured aspect of your event?  
No  Yes

\* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?  
No  Yes

\* Will you be selling tickets for your event? No  Yes

\* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)?  
No  Yes

\* "Day of" Contact Name

\* "Day of" Cell Number\* Preferred format (000) 000-0000

[Add a Custom Attribute](#)

[Resources](#) (i)

[Instructions](#)

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

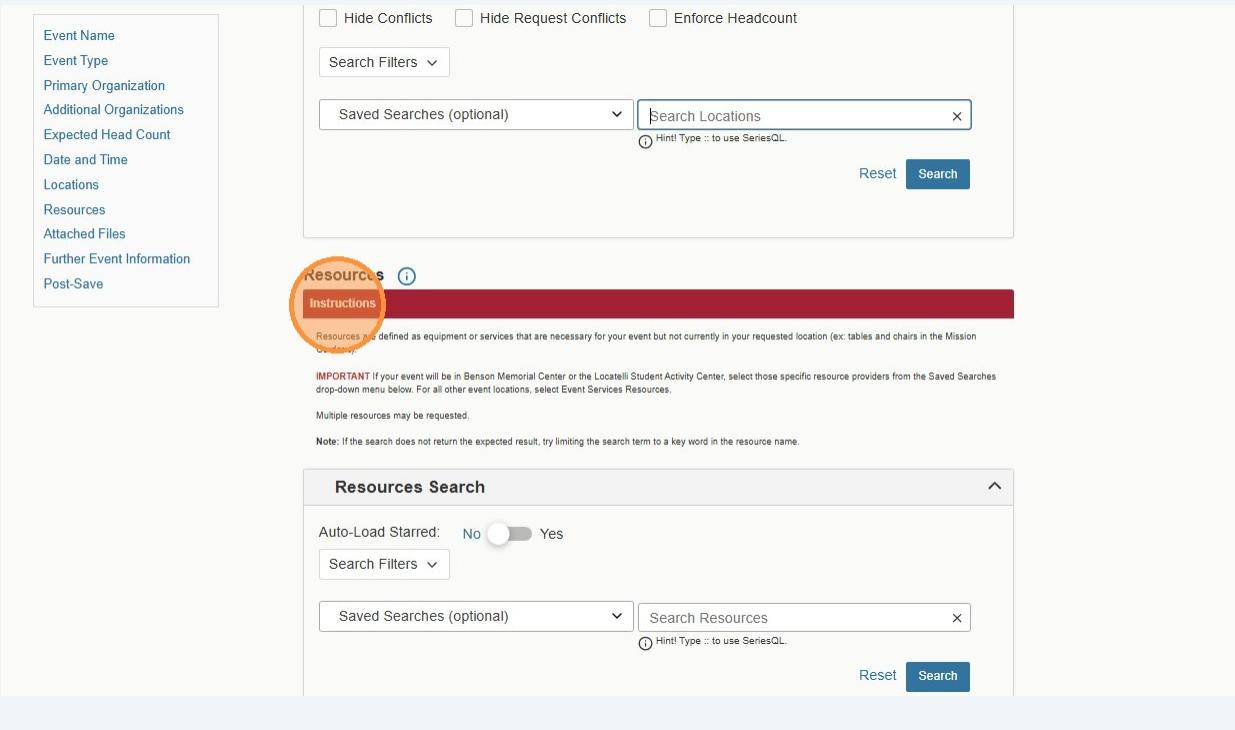
**IMPORTANT** If your event will be in Benson Memorial Center or the Locatelli Student Activity Center, select those specific resource providers from the Saved Searches drop-down menu below. For all other event locations, select Event Services Resources.

Multiple resources may be requested.

[Cancel](#) [Preview](#) [Save](#)

52

Resources: You can order tables, chairs, podiums, and other event resources directly within 25Live. Be sure to read the Instructions for this section before proceeding.



Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters ▼

Saved Searches (optional) ▼  x

Hint! Type :: to use SeriesQL.

Reset Search

**Resources** ⓘ

**Instructions**

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

IMPORTANT If your event will be in Benson Memorial Center or the Locatelli Student Activity Center, select those specific resource providers from the Saved Searches drop-down menu below. For all other event locations, select Event Services Resources.

Multiple resources may be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the resource name.

**Resources Search**

Auto-Load Starred:  No  Yes

Search Filters ▼

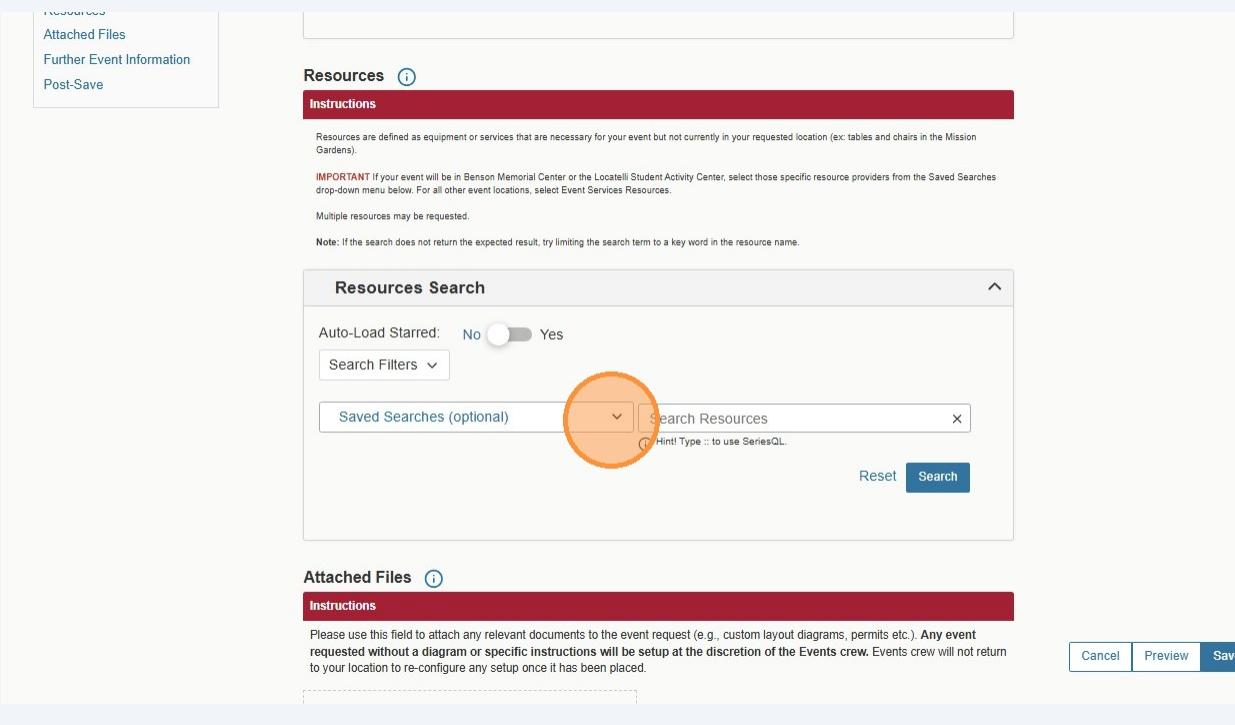
Saved Searches (optional) ▼  x

Hint! Type :: to use SeriesQL.

Reset Search

53

Resources: Use the "Saved Searches" drop-down menu to view the list of event resource providers.



Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters ▼

Saved Searches (optional) ▼  x

Hint! Type :: to use SeriesQL.

Reset Search

**Resources** ⓘ

**Instructions**

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

IMPORTANT If your event will be in Benson Memorial Center or the Locatelli Student Activity Center, select those specific resource providers from the Saved Searches drop-down menu below. For all other event locations, select Event Services Resources.

Multiple resources may be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the resource name.

**Attached Files** ⓘ

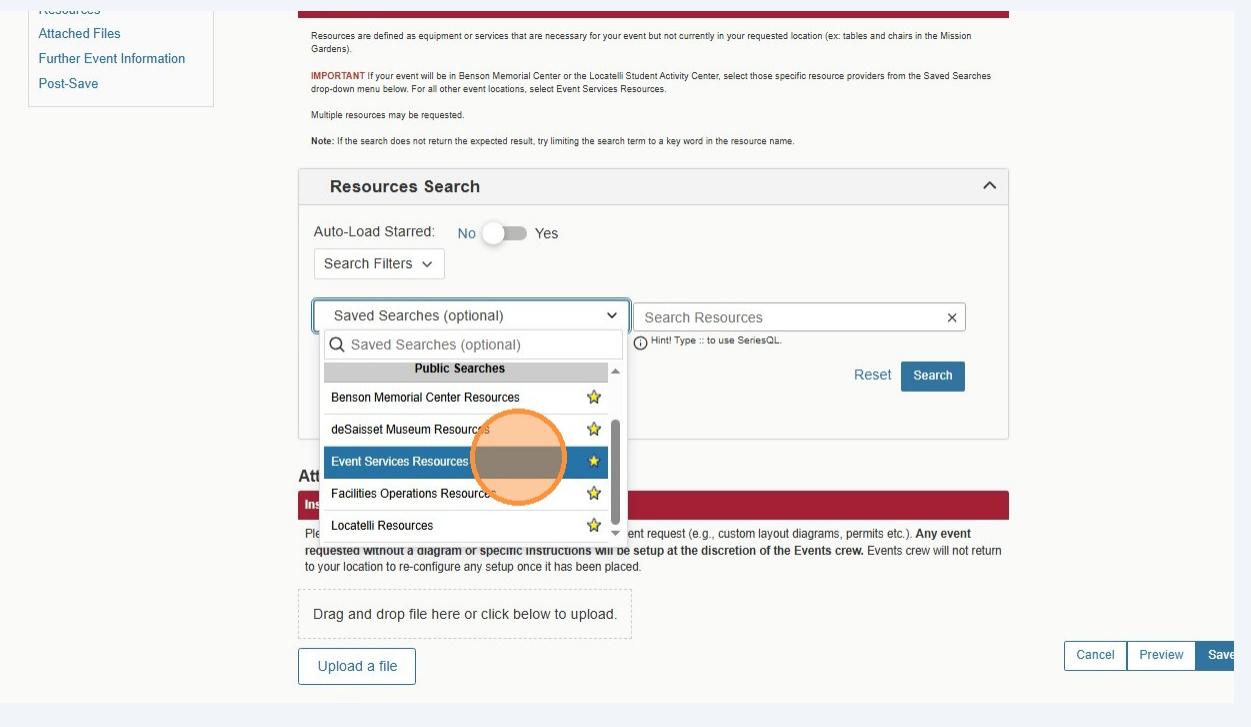
**Instructions**

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). Any event requested without a diagram or specific instructions will be set up at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Cancel Preview Save

54

Resources: Be mindful when you select the resource provider from the drop-down "Saved Searches" menu. Different spaces on campus are supported by different resource teams and it is important that your resource request go to the appropriate provider for your requested space.



Attached Files  
Further Event Information  
Post-Save

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

**IMPORTANT** If your event will be in Benson Memorial Center or the Locatelli Student Activity Center, select those specific resource providers from the Saved Searches drop-down menu below. For all other event locations, select Event Services Resources.

Multiple resources may be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the resource name.

**Resources Search**

Auto-Load Starred: No  Yes

Search Filters

Saved Searches (optional)  Search Resources   
 Hint! Type :: to use SeriesQL.

Public Searches

- Benson Memorial Center Resources
- deSaisset Museum Resources
- Event Services Resources**  (highlighted with an orange circle)
- Facilities Operations Resources
- Locatelli Resources

Please note that your event request (e.g., custom layout diagrams, permits etc.) Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

55

Resources: You will be able to see the number of each event resource that is available on the date of your event (Quantity Available).

To request event resources, enter the number of any resource needed in the "Add" column and click "Request".

NOTE: All requested resources will be listed below the Resource box. Be sure to thoroughly review your resource requests to make sure that you've requested everything you will need. There may be additional resources listed that were added based upon answers you provided in the "Additional Event Information" section of the form (ex. irrigation support for an outdoor event space).

Head Count  
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r Event Information  
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Add	Name	Quantity Available	Conflict Details
1	Event Svcs. - Banquet Table, 30"X6"	77 / 77	None
1	Event Svcs. - BBQ 55 gal. Adjustable	1 / 1	None
1	Event Svcs. - BBQ 55 gal. Not Adjustable	2 / 2	None
1	Event Svcs. - Card Table, 36"X36"	35 / 35	None
1	Event Svcs. - Chairs (Purple) - Folding	349 / 349	None
1	Event Svcs. - Chairs (White) - Folding	534 / 534	None
1	Event Svcs. - Podium w/ University Seal	3 / 3	None

Reset

[Return to Top](#)

Attached Files 

[Instructions](#)

## 56 Resources: Example - requesting 100 purple chairs.

[Event Name](#)

[Event Type](#)

[Primary Organization](#)

[Additional Organizations](#)

[Expected Head Count](#)

[Date and Time](#)

[Locations](#)

[Additional Event Information](#)

[Resources](#)

[Attached Files](#)

[Categories](#)

[Event Contact Roles](#)

[Further Event Information](#)

[Post-Save](#)

Event Services Resources 
Event Services Resources 
Event Services Resources

Reset
Search

Add	Name	Quantity Available	Conflict Details
Added below	Event Svcs. - Banquet Table, 30"X6"	77 / 77	None
1	Request	Event Svcs. - BBQ 55 gal. Adjustable	1 / 1
1	Request	Event Svcs. - BBQ 55 gal. Not Adjustable	2 / 2
1	Request	Event Svcs. - Card Table, 36"X36"	35 / 35
100	Request	Event Svcs. - Chairs (Purple) - Folding	349 / 349
1	Request	Event Svcs. - Chairs (White) - Folding	534 / 534
1	Request	Event Svcs. - Podium w/ University Seal	3 / 3

Cancel
Preview

[Return to Top](#)

## 57

Attached Files: You can add/upload event layout diagrams, required permits, etc. that will help campus event stakeholders properly support your event. There are two ways to add files to your event:

1. Drag and drop files in the box indicated.
2. Select "Upload a file" to browse for your desired file.

[Event Type](#)

[Primary Organization](#)

[Additional Organizations](#)

[Expected Head Count](#)

[Date and Time](#)

[Locations](#)

[Resources](#)

[Attached Files](#)

[Further Event Information](#)

[Post-Save](#)

1	Request	Event Svcs. - Set-up Only	Unlimited	None
1	Request	Event Svcs. - Trash bins (Blue)	40 / 40	None

[Return to Top](#)

**Attached Files**

**Instructions**

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

[Upload a file](#)

**Further Event Information - Required**

**Instructions**

Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling.

58

Categories: If this event is part of a larger University wide event, please indicate which High Impact Annual Event it is a part of.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

**Instructions**

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). **Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew.** Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

**Categories** (i)

Categories   Filter By Tags

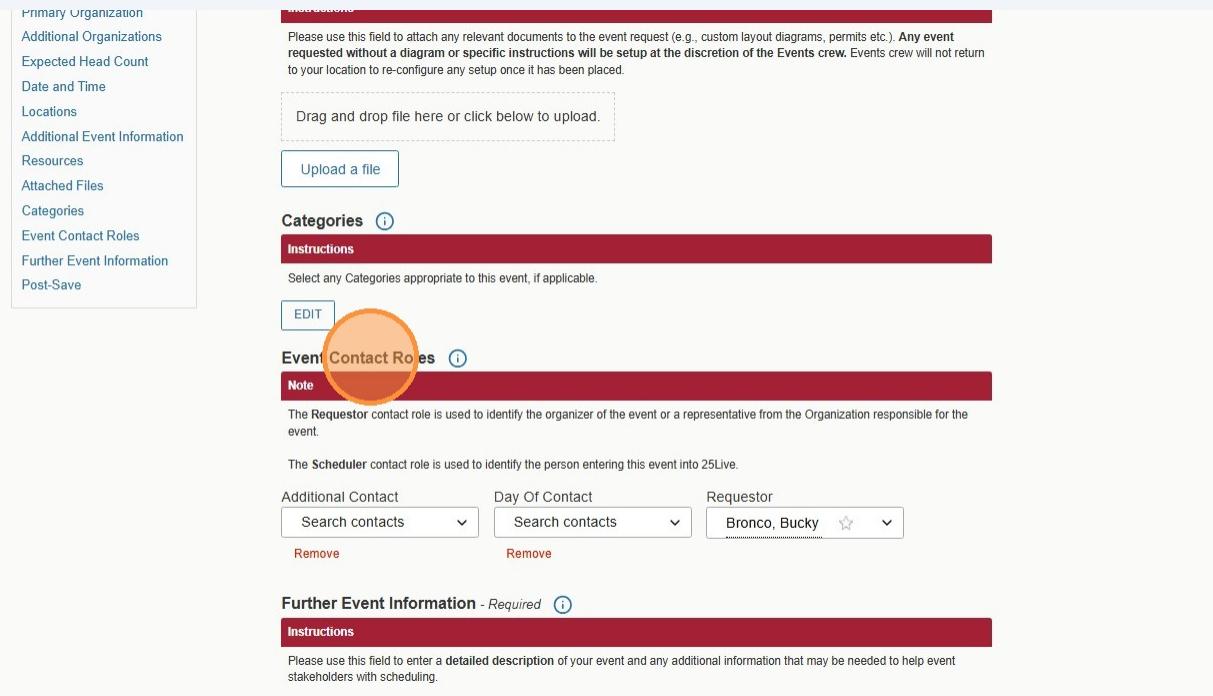
Event Category	Category Description
DEI	<input type="checkbox"/> DEI
Featured Event	<input type="checkbox"/> Featured Event
High Impact Annual Event - Commencement	<input type="checkbox"/> High Impact Annual Event - Commencement
UG/GRAD	<input type="checkbox"/> UG/GRAD
High Impact Annual Event - Commencement LAW	<input type="checkbox"/> High Impact Annual Event - Commencement LAW
High Impact Annual Event - Commencement JST	<input type="checkbox"/> High Impact Annual Event - Commencement JST
High Impact Annual Event - Family Weekend	<input type="checkbox"/> High Impact Annual Event - Family Weekend
High Impact Annual Event - Grand Reunion	<input type="checkbox"/> High Impact Annual Event - Grand Reunion
High Impact Annual Event - Open House	<input type="checkbox"/> High Impact Annual Event - Open House
High Impact Annual Event - Orientation	<input type="checkbox"/> High Impact Annual Event - Orientation
High Impact Annual Event - Preview Days	<input type="checkbox"/> High Impact Annual Event - Preview Days
High Impact Annual Event - Welcome Weekend	<input type="checkbox"/> High Impact Annual Event - Welcome Weekend

Done

59

**Event Contact Roles:** If you would like to add an additional contact to this event you may do so here. Additional Contacts will receive a confirmation email with event details if they are added here before the Event Form is first submitted.

**Note:** Additional contacts will not have any editing/uploading rights to the event. Only the original requestor will have that level of access in the event details.



Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Categories  
Event Contact Roles  
Further Event Information  
Post-Save

**Instructions**  
Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

**Categories** (i)  
**Instructions**  
Select any Categories appropriate to this event, if applicable.

**Event Contact Roles** (i)  
**Note**  
The Requestor contact role is used to identify the organizer of the event or a representative from the Organization responsible for the event.

The Scheduler contact role is used to identify the person entering this event into 25Live.

Additional Contact Day Of Contact Requestor  
Search contacts ▼ Search contacts ▼ Bronco, Bucky ★ ▼  
Remove Remove

**Further Event Information - Required** (i)  
**Instructions**  
Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling.

60

Further Event Information: Add a detailed description of your event including purpose, expected audience, specific room layout requests, and any other information that you think would help event stakeholders while supporting your event.

Resources

Attached Files

Further Event Information

Post-Save

Attached Files i

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

Further Event Information - Required i

Instructions

Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling.

After Saving This Event...

Go To Event Details

Create Another Related Event

Create A Related Copy of This Event

Continue Editing Event

Create Another Event

Cancel Preview Save



61

To submit the Event Form, click "Save" in the lower right-hand corner of the screen.

Attached Files

Further Event Information

Post-Save

Attached Files i

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

Further Event Information - Required i

Instructions

Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling.

After Saving This Event...

Go To Event Details

Create Another Related Event

Create A Related Copy of This Event

Continue Editing Event

Create Another Event

Cancel Previous Save



62

If your Event Form will not save, it is likely that a required question(s) were left unanswered. You will be notified to "Please enter a value in a required custom attribute" (custom attribute is 25Live's term for a question on the form). Scroll through all of the questions and answer any that remain unanswered.

The screenshot shows the 'Event Form' interface. On the left, a sidebar lists 'Locations', 'Additional Event Information', 'Resources', 'Attached Files', 'Categories', 'Event Contact Roles', 'Further Event Information', and 'Post-Save'. The main area contains several questions with validation errors:

- \* Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event? (No  Yes )
- \* Will you be selling tickets for your event? (No  Yes )
- \* Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)? (No  Yes )
- \* "Day of" Contact Name: [Empty input field]
- \* "Day of" Cell Number\* Preferred format (000) 000-0000: [Empty input field]

A red error message 'Please enter a value for required custom attributes' is displayed above the 'Resources' section. The 'Resources' section includes a 'Search' interface with 'Auto-Load Starred: No  Yes ' and a 'Search Filters' dropdown. The 'Save' button is located in the bottom right corner of the form.

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Once all questions on the Event Form have been completed, click "Save" in the lower right-hand corner of the screen.

Once submitted, your event request will begin its progress through 25Live's tiered approval workflow.

The screenshot shows the 'Event Form' interface with completed fields:

- Additional Contact: Search contacts
- Day Of Contact: Search contacts
- Requestor: Bronco, Bucky

The 'Further Event Information - Required' section contains a large text area with the placeholder 'Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling.' A red error message 'Please enter a value for required fields (Further Event Information)' is displayed above this section.

The 'After Saving This Event...' section shows the following options:

- Go To Event Details
- Create Another Related Event
- Create A Related Copy Of This Event
- Continue Editing Event
- Create Another Event

The 'Save' button is highlighted with an orange circle in the bottom right corner of the form.