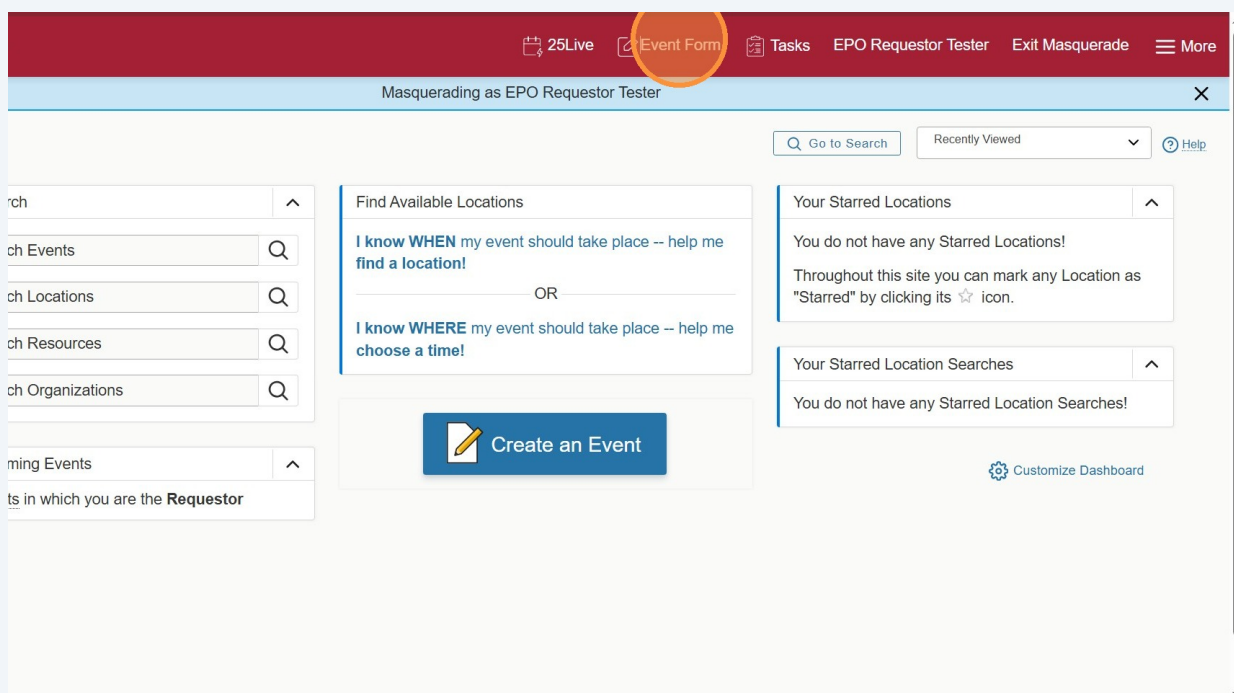


How a Student RSO/CSO Submits an Event Request Form in 25Live - Using an Outdoor Space as an example

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.



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 ⓘ

Instructions

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

Event Type - Required ⓘ

Instructions

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.

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 ⓘ

Instructions

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

Event Type - Required ⓘ

Instructions

Select the Event Type that best describes the event.

Select from Types

Primary Organization - Required ⓘ

Instructions

Cancel Preview

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

The screenshot displays the 'The Event Form' interface. On the left is a sidebar with navigation links: Event Name, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. The main content area is titled 'The Event Form' and includes a disclaimer: '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. *'. The form is divided into sections for 'Event Name - Required' and 'Event Type - Required'. The 'Event Type' section features a dropdown menu with the text 'Select from Types' and a search bar. The dropdown list shows options: Meeting, Social, Tabling, Athletic, Campus Visit / Tour, and Campus Wide. Each option has a star icon to its right. An orange circle with a white star icon is overlaid on the 'Social' option, indicating the bonus feature. Below the dropdown is an 'Instructions' box. At the bottom right of the form are 'Cancel' and 'Preview' buttons.

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.

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

Search organizations

Abide Abide

Activities Programming Board (APB)

Finance

Microfinance Association (MFI)

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).

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](#)
[Event Type](#)
[Primary Organization](#)
[Additional Organizations](#)
[Expected Head Count](#)
[Date and Time](#)
[Locations](#)
[Resources](#)
[Attached Files](#)
[Further Event Information](#)
[Post-Save](#)


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.

To:

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.

Name

Type

y Organization

nal Organizations

ed Head Count

nd Time

ons

rces

ed Files

r Event Information

ave

Duration:
1 Hour

Additional time

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	09	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

Locations

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 it's standard configuration

[Expected Head Count](#)
[Date and Time](#)
[Locations](#)
[Resources](#)
[Attached Files](#)
[Further Event Information](#)
[Post-Save](#)

Additional time

Setup Time

Days Hours Minutes

Pre-Event Time

Days Hours Minutes

Post-Event Time

Days Hours Minutes

Takedown Time

Days Hours 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

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

Days
 Hours
 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	09	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
Primary Organization
Additional Organizations
Expected Head Count
Date and Time
Locations
Resources
Attached Files
Further Event Information
Post-Save

01 02 03 04 05 06 07 08 09 10 11

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) ▾

Hint! Type : to use SeriesQL.

Reset
Search

Resources ⓘ

Made with Scribe - <https://scribehow.com>

9

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.

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

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 

 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).

14

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.

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

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 

 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).

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.

Event type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Resources

Attached Files

Further Event Information

Post-Save

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 ×

Hint! Type : to use Series QL

Reset Search

Cancel Preview 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 Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Request	Ignatian_ G	Outdoor Space - St Ignatius Lawn	500	1/1	None	Outdoor Spaces

Return to Top

Cancel Preview **Save**

17

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 Search

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		

Remove 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).

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

Cancel Preview **Save**

18

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

Search

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			
Remove		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).

19

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 is a sidebar with navigation links: 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 content area is divided into two sections. The top section is titled 'Locations Search' and includes a toggle for 'Auto-Load Starred' (set to No), checkboxes for 'Hide Conflicts', 'Hide Request Conflicts', and 'Enforce Headcount', a 'Search Filters' dropdown, a 'Saved Searches (optional)' dropdown, a 'Search Locations' input field with a hint 'Hint! Type :: to use SeriesQL', and 'Reset' and 'Search' buttons. The bottom section is titled 'Additional Event Information' and has an orange circle highlighting its header. Below the header is an 'Instructions' bar and a note: '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 required questions with input fields and dropdowns: 'Requestor Phone Number* Preferred format (000) 000-0000', 'Cost Center / Budget String', 'Which Constituencies will be attending? (Choose all that apply)' with a 'Select items' dropdown, 'Will the University President be in Attendance?' with a dropdown, 'Will there be an external guest speaker at your event?' with a 'No' button and a 'Yes' toggle (which is currently selected), and 'Will your event have a contract with a 3rd party business or need legal review?' with a 'No' button and a 'Yes' toggle (which is currently selected).

20

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

This screenshot shows the same 25Live Event Form interface as the previous one, but with the 'Additional Event Information' section expanded. The 'Locations Search' section is still visible at the top. The 'Additional Event Information' section has an orange circle highlighting the 'Requestor Phone Number*' field, which is a text input field with a placeholder for the preferred format (000) 000-0000. Below this field are several other required questions: 'Cost Center / Budget String', 'Which Constituencies will be attending? (Choose all that apply)' with a 'Select items' dropdown, 'Will the University President be in Attendance?' with a dropdown, 'Will there be an external guest speaker at your event?' with a 'No' button and a 'Yes' toggle (which is currently selected), 'Please give us the speaker's name and affiliation' with a text input field, and 'Will your event have a contract with a 3rd party business or need legal review?' with a 'No' button and a 'Yes' toggle (which is currently selected). The 'Requestor Phone Number*' field is the focus of this step.

21

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

Selected Head Count

Date and Time

Locations

Additional Event Information

Resources

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 1		
		Preview			
Remove		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 ☐

Cancel

Preview

Save

22

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

Location

Organizations

Count

Roles

Information

Date	Time	Issues	Layout	Instructions	Attendance
Fri Jan 16 2026	7:00 pm - 8:00 pm		Classroom 1		
		Preview			
Remove		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)

Select items

☐ Alumni
 ☐ Faculty
 ☐ Staff
 ☒ Students
 ☐ General Public

Cancel

Preview

Save

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.

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

Saved Searches (optional) ▼

Search Locations ×

Hint! Type : to use SeriesQL.

Reset

Search

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)

Select Items

▼

* 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

Cancel

Preview

Save

24

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).

The screenshot shows a web form titled 'Additional Event Information'. On the left is a sidebar with a list of 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 form area contains several questions, each with a red asterisk indicating it is required. The question 'Will there be an external guest speaker at your event?' has a toggle switch moved to the 'Yes' position, which is highlighted with an orange circle. Other questions include 'Will the University President be in Attendance?' (dropdown menu set to 'No'), 'Please list speaker (s) name and affiliation.' (text input with an edit icon), 'Is your guest speaker (s) someone who may attract significant public interest or media attention?' (toggle switch set to 'No'), 'Will your event have a contract with a 3rd party business or need legal review?' (toggle switch set to 'No'), and 'Will you be providing food/beverage at your event?' (toggle switch set to 'No').

25

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

The screenshot shows the same 'Additional Event Information' form. The sidebar is visible on the left. The main form area has a red header bar with the title 'Additional Event Information' and a sub-header 'Instructions' which states: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.' The question 'Will your event have a contract with a 3rd party business or need legal review?' has a toggle switch moved to the 'Yes' position, which is highlighted with an orange circle. Other questions include 'Requestor Phone Number*' (text input), 'Cost Center / Budget String' (text input), 'Which Constituencies will be attending?' (dropdown menu set to 'Select items'), 'Will the University President be in Attendance?' (dropdown menu set to 'No'), 'Please give us the speaker's name and affiliation' (text input), 'Will you be providing food/beverage at your event?' (toggle switch set to 'No'), 'Do you require Parking & Transportation Services?' (toggle switch set to 'No'), 'Do you require Media Services Support for your event?' (toggle switch set to 'No'), 'Does the space require additional electrical support?' (toggle switch set to 'No'), and 'Do you require Event Services Equipment such as tables and chairs etc?' (toggle switch set to 'No'). At the bottom right, there are three buttons: 'Cancel', 'Preview', and '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 form titled 'Further Event Information' on the left sidebar. The main form area has a red header 'Instructions' with the text: '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, each with a red asterisk indicating it is required:

- * Requestor Phone Number* Preferred format (000) 000-0000 [Text input field]
- * Cost Center / Budget String [Text input field]
- * Which Constituencies will be attending? (Choose all that apply) [Dropdown menu with 'Select items' and a downward arrow]
- * Will the University President be in Attendance? [Dropdown menu]
- * Will there be an external guest speaker at your event? No ☒ Yes
- * Please give us the speaker's name and affiliation [Text input field]
- * 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 (This question is highlighted with an orange circle)
- * 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 of the form are three buttons: 'Cancel', 'Preview', and 'Save'.

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.

Additional Event Information

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

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

* 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

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

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

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

No ☐ Yes ☐

* 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 ☐

* 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 ☐

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

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

* 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 ☐

* 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)

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.

The screenshot shows a web form for event registration. On the left, a sidebar contains links: 'ation', 'izations', 'Count', 'oles', and 'formation'. The main form area contains several questions, each with a red asterisk indicating it is required. The questions are:

- 'Will you be ordering food through Bon Appetit or external catering?' with a dropdown menu showing 'Bon Appetit'.
- 'Do you require Parking & Transportation Services?' with a toggle switch set to 'Yes'.
- 'Will you be ordering A/V equipment through Media Services?' with a toggle switch set to 'Yes'.
- 'Does the space require additional electrical support? (Extra outlets, extension cords, etc)' with a toggle switch set to 'Yes'.
- 'Please describe your electrical support requirements.' with a text input field and a link icon.
- 'Does your event require Amplified Sound?' with a toggle switch set to 'Yes'.
- 'What sound amplification will you be using? Check all that apply' with a 'Select items' button and a dropdown arrow, which is highlighted by an orange circle.
- 'Describe any additional event or equipment information that would help us understand your use of amplified sound.' with a text input field and a link icon.
- 'If your request for amplified sound gets denied, would you be able to still have your event?' with a dropdown menu.
- 'Do you require Event Services Equipment such as tables and chairs etc?' with a toggle switch set to 'Yes'.
- 'Do you need recycle/compost/waste bin set(s) delivered?' with a toggle switch set to 'Yes'.

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

31

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

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

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.

Cancel Preview Save

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

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

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

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)

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.

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.

OK

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

* 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 ☒

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

* 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 form with an alert dialog box in the foreground. The alert box has a title "Alert" and a close button (X). The message inside says: "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. The background form is partially visible, showing a section titled "Resources" with a dropdown menu. Below this, there are several questions with toggle switches for "Yes" and "No". The questions are:

- * If your request for amplified sound gets denied, would you be able to still have your event? (Yes, amplified sound is not needed)
- * Do you require Event Services Equipment such as tables and chairs etc? (Yes is selected)
- * Do you need recycle/compost/waste bin set(s) delivered? (No is selected)
- * Do you require custodial support services? (No is selected)
- * Will you need irrigation shutoff? (No is selected)
- * Do you have a non-SCU affiliated co-sponsor for this event? (No is selected)

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

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 with a sidebar on the left containing links: "Date and Time", "Locations", "Additional Event Information", "Resources", "Attached Files", "Categories", "Event Contact Roles", "Further Event Information", and "Post-Save". The main form area contains several questions with toggle switches for "Yes" and "No". The questions are:

- * Will your event have a contract with a third party business or need a legal review? (No is selected)
- * Will you be providing food/beverage at your event? (No is selected)
- * Do you require Parking & Transportation Services? (No is selected)
- * Do you require Media Services Support for your event? (No is selected)
- * Does the space require additional electrical support? (Extra outlets, extension cords, etc) (No is selected)
- * Do you require Event Services Equipment such as tables and chairs etc? (No is selected)
- * Do you need recycle/compost/waste bin set(s) delivered? (No is selected)
- * Do you require custodial support services? (No is selected)
- * Do you have a non-SCU affiliated co-sponsor for this event? (No is selected)
- * Please provide the contact information for your SCU sponsor (first name, last name and phone/email address) (Text input field)
- * Your Title within the Student Organization (Type n/a if you do not have a title) (Text input field)
- * Description of RSO/CSO Event (Text input field with a link icon)
- * Are you having performers, artists, speakers, or others as a featured aspect of your event? (Text input field)

An orange circle highlights the toggle switch for the question "Do you need recycle/compost/waste bin set(s) delivered?".

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? No Yes

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

Select items

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.

x

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

Yes, amplified sound is not needed

* 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

Cancel Preview Save

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.

x

* 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)

* Description of RSO/CSO Event

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

No Yes

Cancel Preview

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.

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

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 not

* 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.

x

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

Yes, amplified sound is not needed

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

Cancel Preview Save

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

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, faculty, staff)

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

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 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

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 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 Save

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.

No ☒ Yes

Alert ✕

This is just a reminder that all food sold on campus (that includes Benson plaza) by student groups MUST be homemade or by Bon Appetit. Check out their policy here <https://www.scu.edu/benson/policies/> or email us @csi@scu.edu if you have any further questions.

OK

* 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 Save

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.

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 ▼

☐ Oven Grills

☐ Trussing

☐ Fog Machine

☐ Hazard

☒ None

Cancel Preview

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

izations

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 ⓘ

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

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

Post-Save

* 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 ⓘ

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

Made with Scribe - <https://scribehow.com>

32

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) ▼

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) ▼

Hint! Type :: to use SeriesQL.

Reset Search

53

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

Attached Files
Further Event Information
Post-Save

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) ▼

Hint! Type :: to use SeriesQL.

Reset Search

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.

Cancel Preview Save

Made with Scribe - <https://scribehow.com>

33

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.

Resources

[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) ▾

Q Saved Searches (optional)

Public Searches

Benson Memorial Center Resources ☆

deSaisset Museum Resources ☆

Event Services Resources ☆

Facilities Operations Resources ☆

Locatelli Resources ☆

Search Resources

Hint! Type :: to use SeriesQL.

Reset Search

Drag and drop file here or click below to upload.

Upload a file

Cancel Preview Save

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).

ed Head Count

nd Time

ns

rces

ed Files

r Event Information

ave

Reset

Search

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

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

Reset Search

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

Return to Top

Cancel Preview

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

<input type="text" value="1"/> Request	Event Svcs. - Set-up Only	Unlimited	None
<input type="text" value="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

Categories

- 
- Filter By Tags 
-  Select All
-  Select None
- 
- | | |
|--|---|
| <input type="checkbox"/> DEI | <input type="checkbox"/> High Impact Annual Event - Family Weekend |
| <input type="checkbox"/> Featured Event | <input type="checkbox"/> High Impact Annual Event - Grand Reunion |
| <input type="checkbox"/> High Impact Annual Event - Commencement UG/GRAD | <input type="checkbox"/> High Impact Annual Event - Open House |
| <input type="checkbox"/> High Impact Annual Event - Commencement LAW | <input type="checkbox"/> High Impact Annual Event - Orientation |
| <input type="checkbox"/> High Impact Annual Event - Commencement JST | <input type="checkbox"/> High Impact Annual Event - Preview Days |
| | <input type="checkbox"/> High Impact Annual Event - Welcome Weekend |

Done

cel Preview

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

Attachments

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

Instructions

Select any Categories appropriate to this event, if applicable.

EDIT

Event Contact Roles

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

Search contacts ▼

Remove

Day Of Contact

Search contacts ▼

Remove

Requestor

Bronco, Bucky ☆ ▼

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.

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.

61

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

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 'Further Event Information' section of the 25Live Event Form. On the left is a sidebar with navigation links: Locations, Additional Event Information, Resources, Attached Files, Categories, Event Contact Roles, Further Event Information, and Post-Save. The main form area contains several required questions marked with an asterisk (*):

- "Will you be inviting any companies, organizations, schools (K-12, or Graduate) to be a part of your event?" with a toggle switch set to 'Yes'.
- "Will you be selling tickets for your event?" with a toggle switch set to 'Yes'.
- "Will you be selling anything at your event (i.e. shirts, raffle tickets, merchandise, food, etc.)" with a toggle switch set to 'Yes'.
- "Day of" Contact Name with a text input field.
- "Day of" Cell Number* Preferred format (000) 000-0000 with a text input field.

Below these questions is a blue button labeled 'Add a Custom Attribute'. An orange circle highlights a red error message: 'Please enter a value for required custom attributes'. Below this is a section titled 'Resources' with an information icon (i). It includes instructions on how to define resources and a 'Resources Search' box with an 'Auto-Load Starred' toggle (set to 'No') and a 'Search Filters' dropdown. At the bottom right are buttons for 'Cancel', 'Preview', and 'Save'.

63

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 'Further Event Information' section of the 25Live Event Form. The sidebar on the left is the same as in the previous screenshot. The main form area shows the 'Further Event Information - Required' section with an information icon (i). It includes instructions and a large text input field. Below the input field is a red error message: 'Please enter a value for required fields (Further Event Information)'. Above the input field are three dropdown menus: 'Additional Contact' (with a 'Search contacts' button), 'Day Of Contact' (with a 'Search contacts' button), and 'Requestor' (with 'Bronco, Bucky' selected and a star icon). Below the 'Further Event Information' section is a section titled 'After Saving This Event...' with a list of options: 'Go To Event Details' (selected), 'Create Another Related Event', 'Create A Related Copy of This Event', 'Continue Editing Event', and 'Create Another Event'. At the bottom right are buttons for 'Cancel', 'Preview', and 'Save'. An orange circle highlights the 'Save' button.