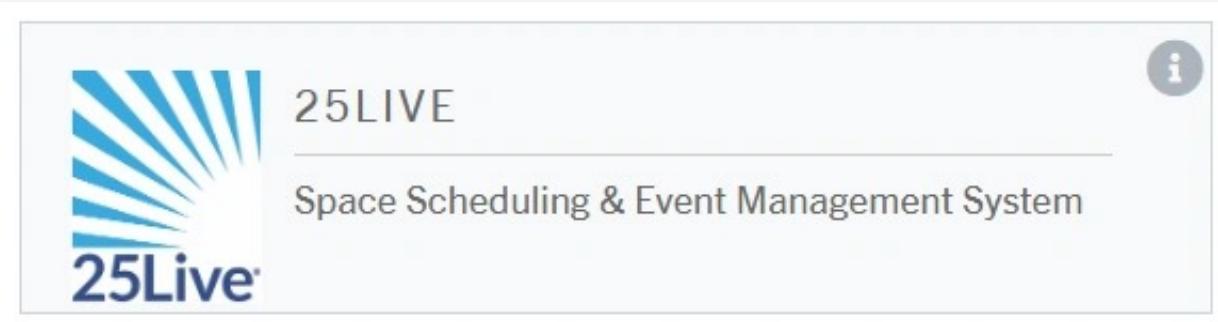


Requesting an Event in 25Live

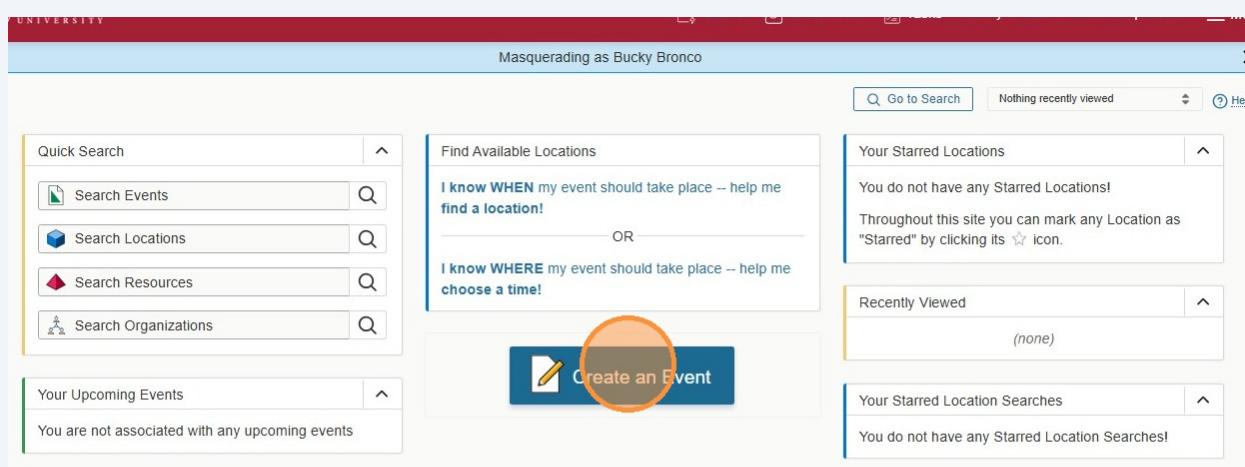
To request space on campus or resources for an event, follow this guide to successfully complete and submit a 25Live Event Form. Pay attention to the "Instructions" for each section of the form, located just underneath the red header bar. Entering all of your event information will help you avoid common event planning pitfalls and streamline communication with event stakeholders.

- 1 Select the 25Live tile from your MySCU Portal dashboard or use your browser to navigate to <https://25live.collegenet.com/pro/scu#/home/dash>. Single Sign On verification will be required to access the 25Live platform.



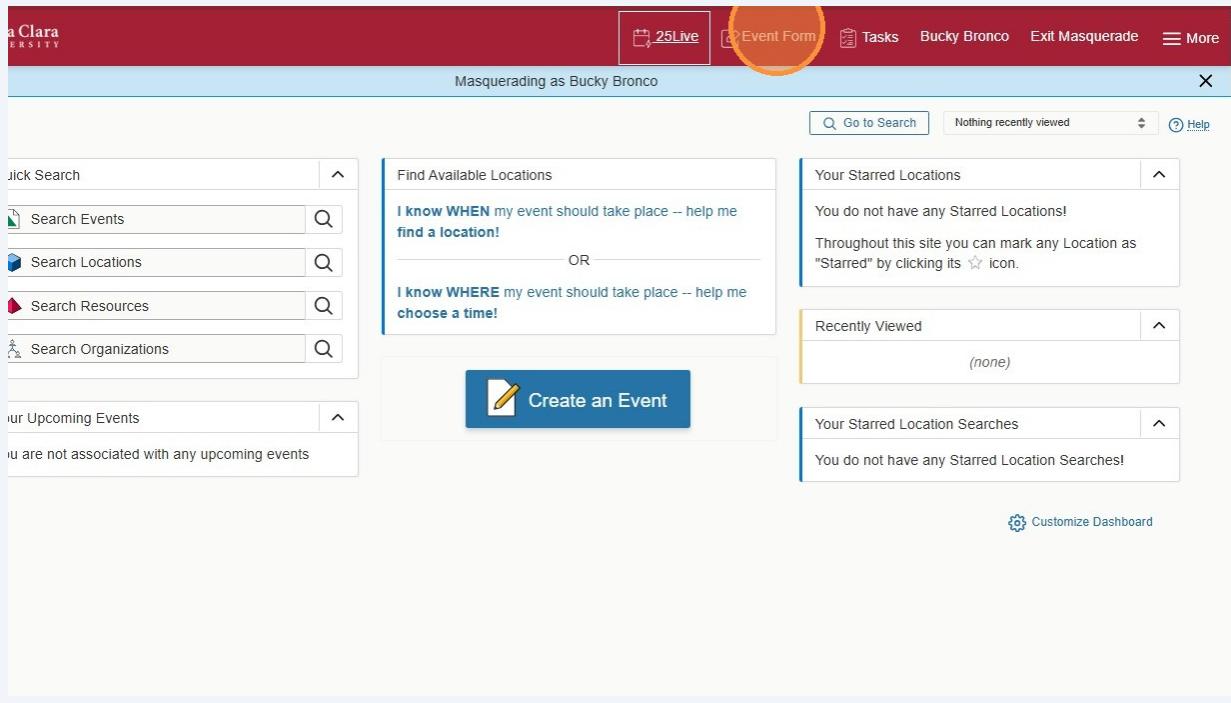
- 2 There are multiple ways to access the 25Live Event Form:

1. You can click on the blue "Create an Event" button on your dashboard.



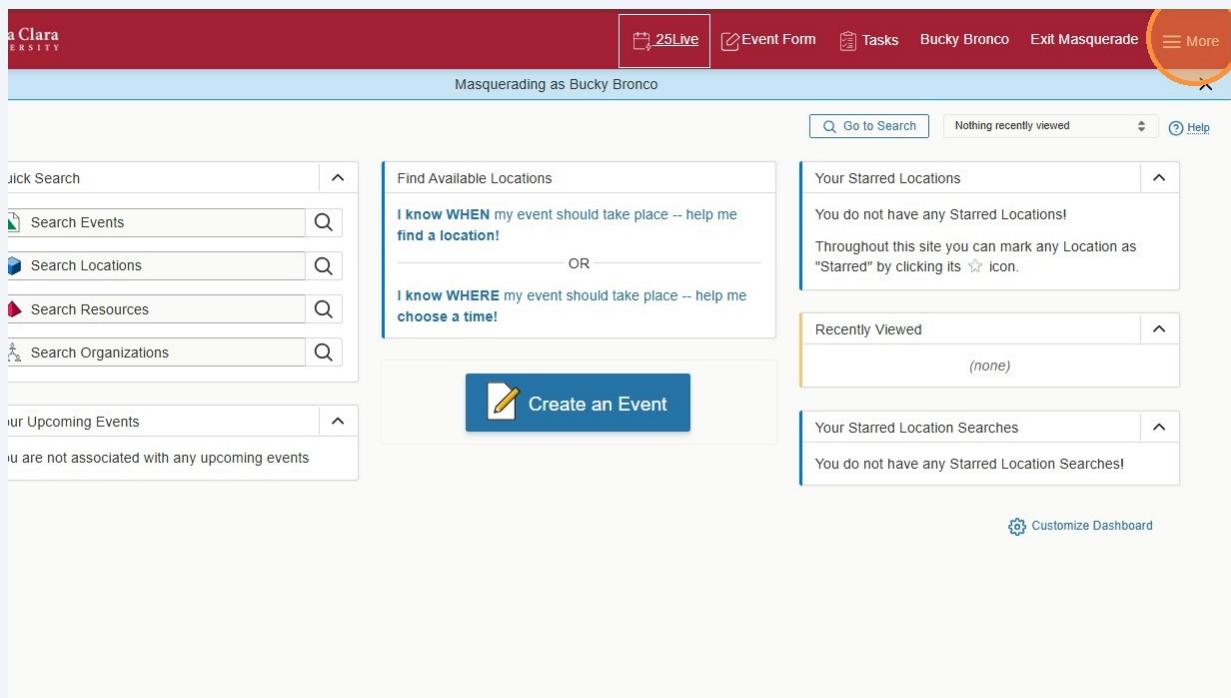
3

1. You can click on the "Event Form" logo in the top, red tool bar.

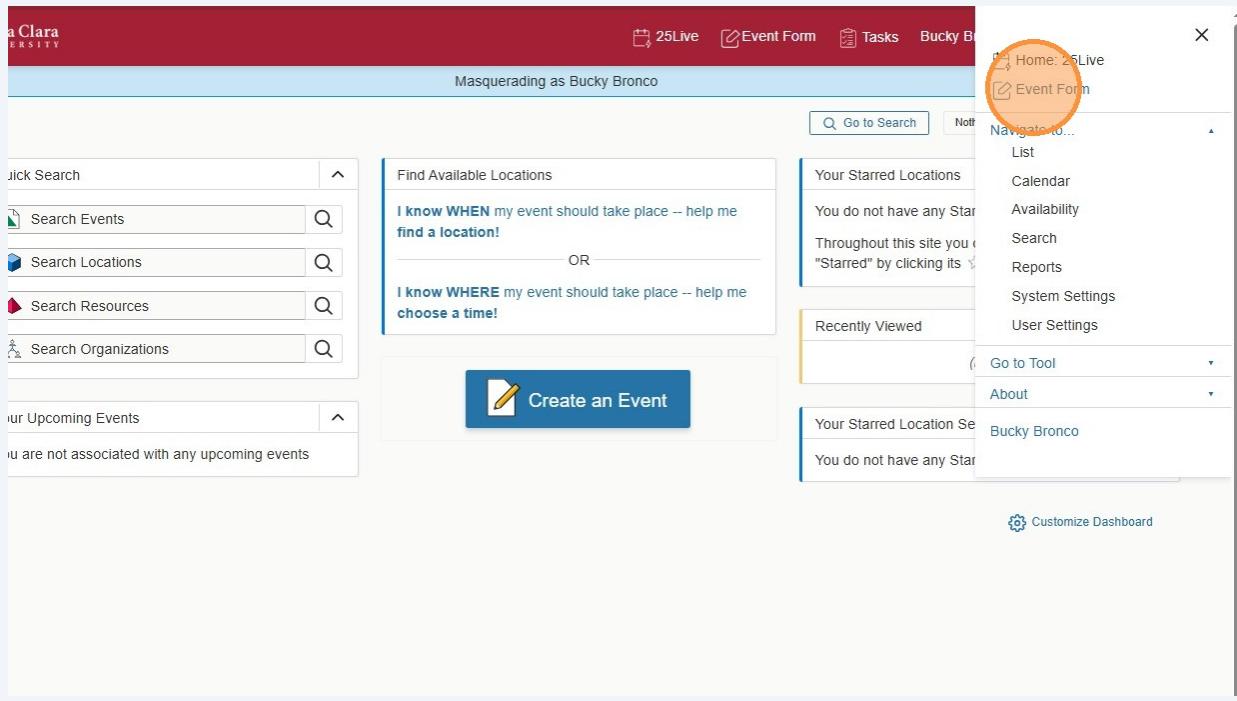


4

1. Or you can click "More" in the top, red tool bar.



5 Then select "Event Form" from the drop down menu.

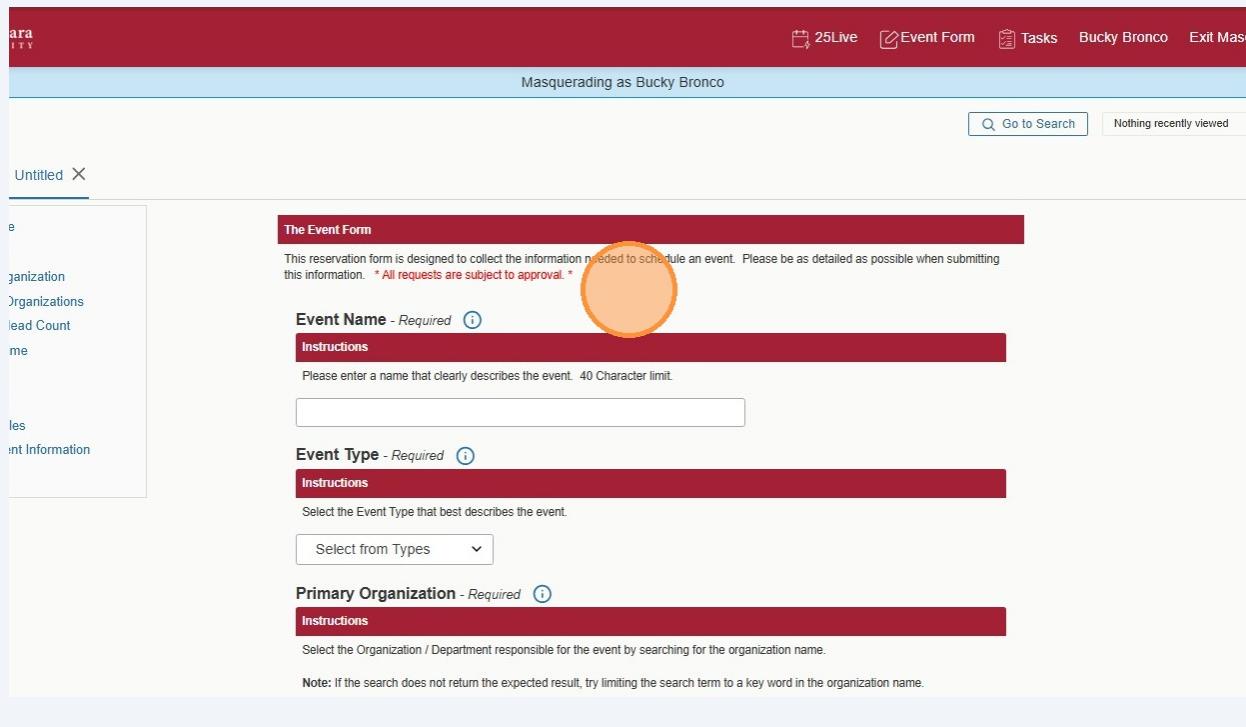


The screenshot shows a web-based application interface. At the top, there is a red header bar with the text "Santa Clara UNIVERSITY" on the left and several navigation links on the right: "25Live", "Event Form", "Tasks", and "Bucky Bronco". Below the header, a blue bar displays the text "Masquerading as Bucky Bronco". The main content area contains a search bar and several search filters: "Search Events", "Search Locations", "Search Resources", and "Search Organizations". To the right of these filters is a section titled "Find Available Locations" with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". Below this is a large blue button with a pencil icon labeled "Create an Event". On the far right, a vertical navigation menu is open, showing a list of options. The "Event Form" option is highlighted with a red circle. Other options in the menu include "Home: 25Live", "List", "Calendar", "Availability", "Search", "Reports", "System Settings", "User Settings", "Go to Tool", "About", "Your Starred Location Set", and "Bucky Bronco". At the bottom right of the interface, there is a link "Customize Dashboard".

6

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)

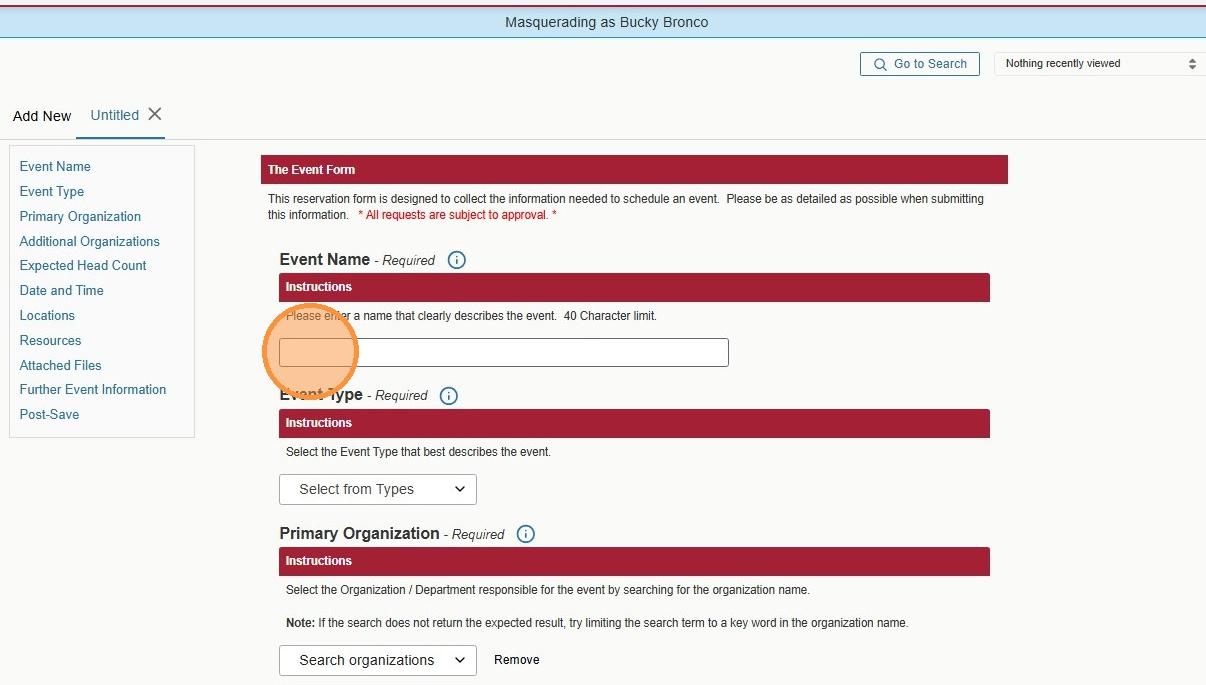
Instructions

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.

7

Event Name: Enter a descriptive title for your event.



Masquerading as Bucky Bronco

Add New Untitled X

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.

8

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 [\(i\)](#)

[\(i\)](#)

Athletic Activity [\(i\)](#)

Calendar Announcement [\(i\)](#)

Campus Visit / Tour [\(i\)](#)

Conference [\(i\)](#)

Exhibit [\(i\)](#)

Meeting [\(i\)](#)

Remove [\(i\)](#)

Instructions

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

[EDIT](#)

9 Primary Organization: Type in the name of your organization or department and select the appropriate organization from the resulting list.

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.

Locations
Resources
Attached Files
Further Event Information
Post-Save

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)

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.

Search organizations (i) Remove

Q Search organizations (i)

Instructions

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

EDIT

Expected Head Count - Required (i)

Instructions

Please enter the expected attendance for the event.

Cancel Preview Save

10 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 (i)

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.

Search organizations (i) Remove

Additional Organizations (i)

Instructions

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

EDIT

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.

11

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.

Locations
Resources
Attached Files
Further Event Information
Post-Save

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

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.

Tue Dec 09 2025

9:00 am

To:

10:00 am

12

Date 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.

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

13

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

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 ⓘ

14

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	<input type="text" value="0"/> Days	<input type="text" value="0"/> Hours	<input type="text" value="0"/> Minutes
Pre-Event Time	<input type="text" value="0"/> Days	<input type="text" value="0"/> Hours	<input type="text" value="0"/> Minutes
Post-Event Time	<input type="text" value="0"/> Days	<input type="text" value="0"/> Hours	<input type="text" value="0"/> Minutes
Takedown Time	<input type="text" value="0"/> Days	<input type="text" value="0"/> Hours	<input type="text" value="0"/> Minutes

Reservation Start:
Tue Dec 09 2025 9:00 am

Reservation End:
Tue Dec 09 2025 10:00 am

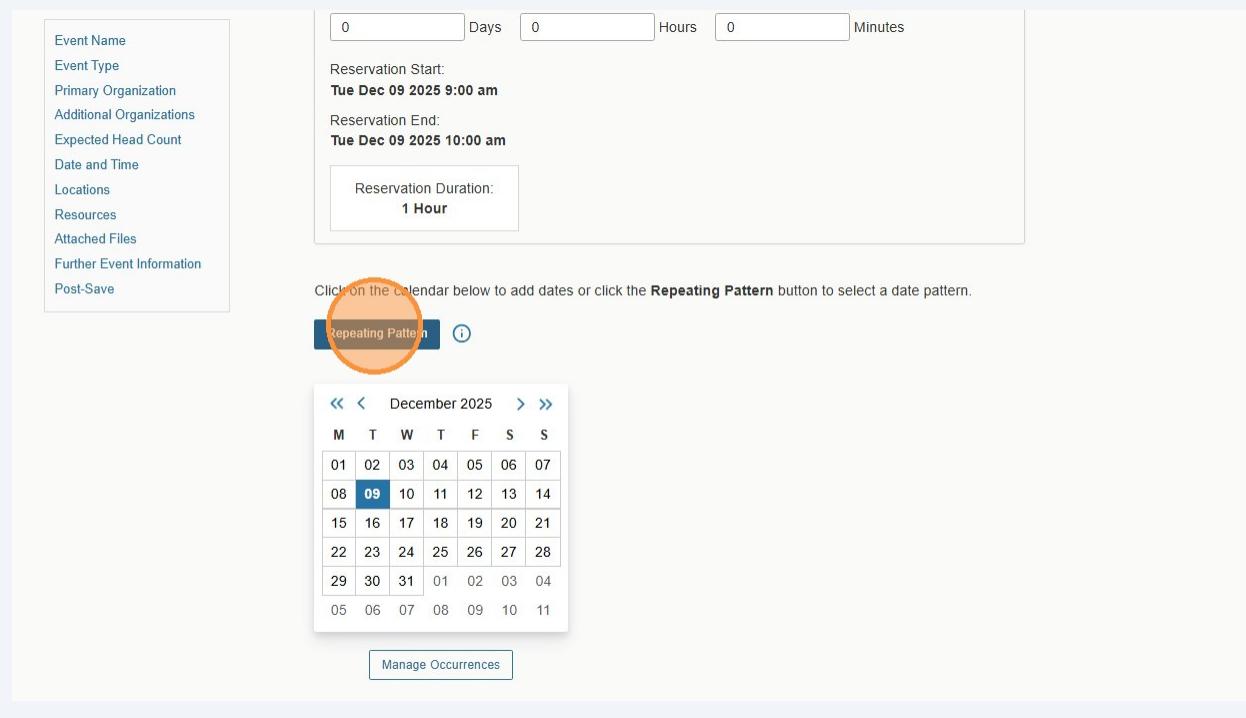
Reservation Duration:
1 Hour

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

Repeating Pattern 

  December 2025  

15 Date and Time: If your event is recurring, click on the "Repeating Pattern" button.



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.

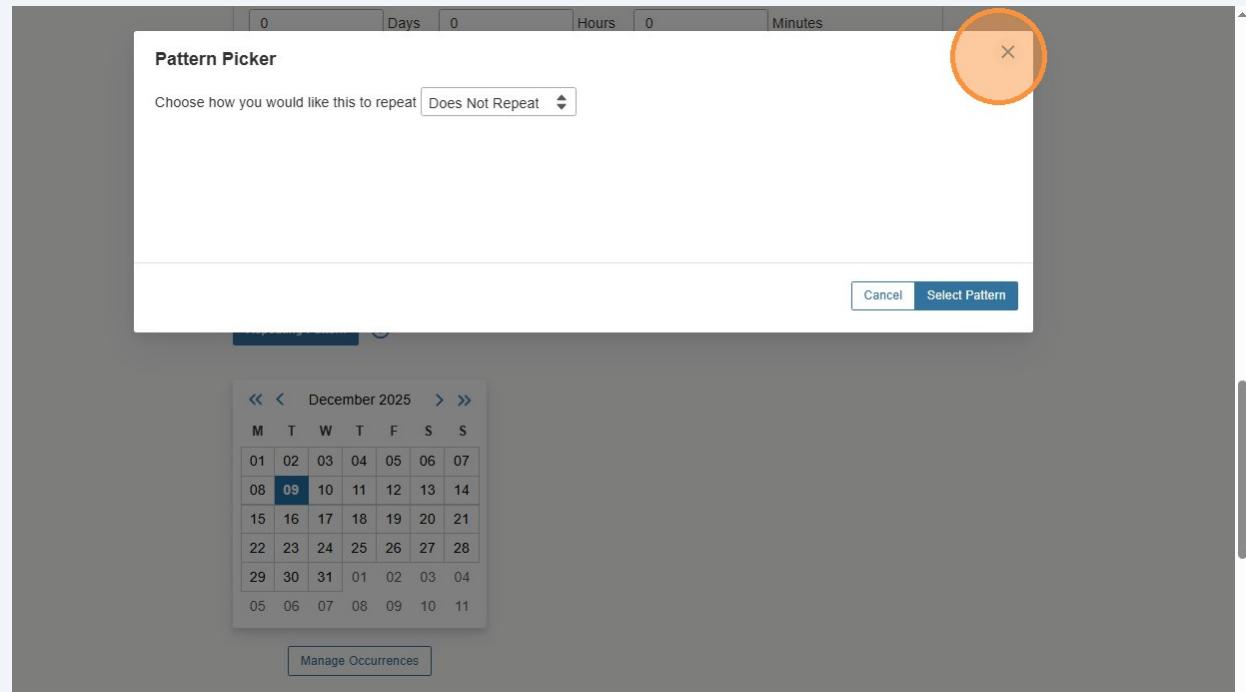
Repeating Pattern ⓘ

December 2025

M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	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

16 Date and Time: Use the Pattern Picker tool to set the pattern for your repeating event. When finished, click the "Select Pattern" button.



0 Days 0 Hours 0 Minutes

Pattern Picker

Choose how you would like this to repeat: **Does Not Repeat** ⓘ

Select 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

17

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.

The screenshot shows the 'Locations' tab selected in the Event Form. On the left, a sidebar lists fields: Name, Type, Organization, Head Count, Date Time, and Event Information. The 'Locations' tab is active, showing a note about selecting locations and a search interface. The search interface includes 'Auto-Load Starred' (No), 'Hide Conflicts' (checked), 'Hide Request Conflicts' (unchecked), 'Enforce Headcount' (checked), a 'Search Filters' dropdown, a 'Saved Searches (optional)' dropdown, a 'Search Locations' input field, and a 'Search' button. A note at the bottom of the search interface states: '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.' A note below that says: '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.' The 'Resources' tab is also visible at the bottom.

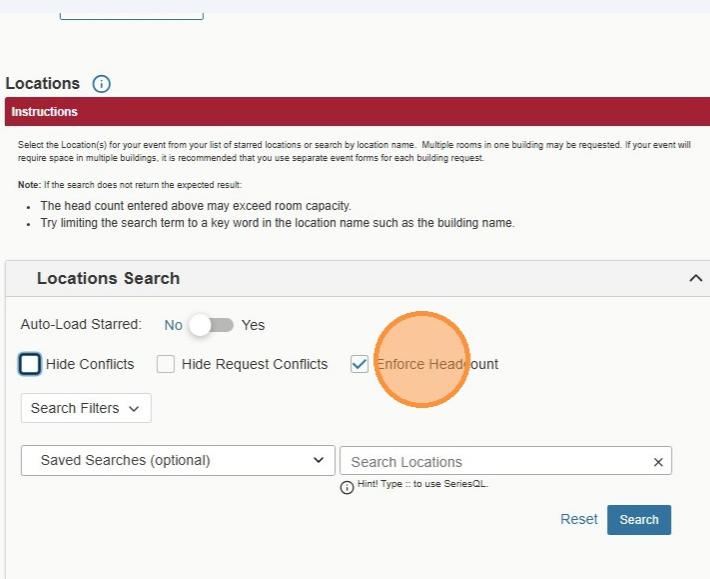
18

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' tab selected in the Event Form, similar to the previous one but with a key difference: the 'Hide Conflicts' checkbox is unchecked. The rest of the interface, including the search filters, search bar, and notes, is identical to the previous screenshot. The 'Resources' tab is also present at the bottom.

19

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. On the left, a sidebar lists navigation items: 'Organization', 'Organizations', 'Head Count', 'Time', 'Rooms', 'Resources', 'Files', 'Event Information', and 'Save'. The main area has a title 'Locations' with a help icon. Below it is a red 'Instructions' bar. A note says: '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.' A note below says: 'Note: If the search does not return the expected result:'. A list follows: '• The head count entered above may exceed room capacity.' and '• Try limiting the search term to a key word in the location name such as the building name.' The 'Locations Search' section includes: 'Auto-Load Starred: No' (with a toggle switch), 'Hide Conflicts' (unchecked), 'Hide Request Conflicts' (unchecked), and 'Enforce Headcount' (checked, highlighted with an orange circle). There are 'Search Filters' and 'Saved Searches (optional)' dropdowns, a 'Search Locations' input field with a hint 'Hint! Type :: to use SeriesQL', and 'Reset' and 'Search' buttons.

Resources *(i)*

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

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).

20

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

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

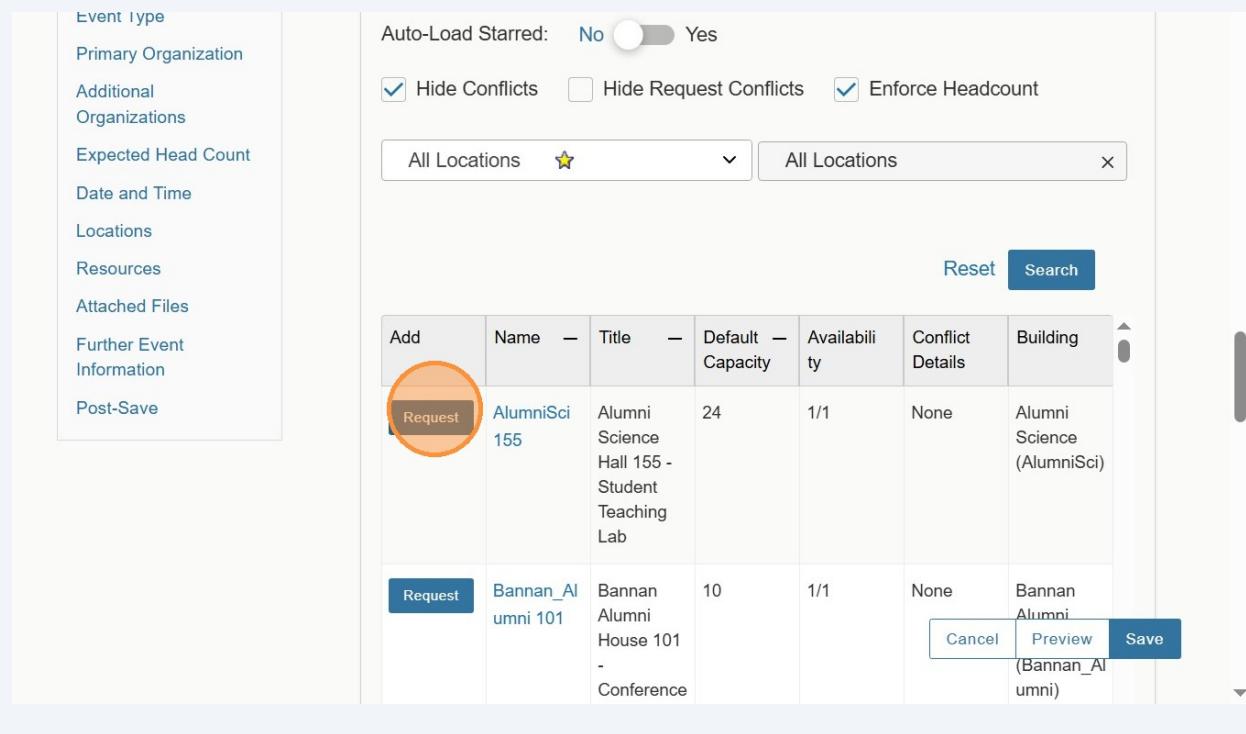
The screenshot shows a software interface for event planning. On the left, a sidebar lists various event details: Event type (Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, Post-Save). The main area is titled 'Locations Search' and contains the following elements:

- Auto-Load Starred: A toggle switch set to 'No'.
- Checkboxes for Hide Conflicts, Hide Request Conflicts, and Enforce Headcount.
- A 'Search Filters' dropdown.
- A 'Saved Searches (optional)' dropdown.
- A 'Search Locations' input field with a placeholder 'Hint! Type :: to use SeriesQL...' and a red circle highlighting it.
- Buttons for 'Reset', 'Search', 'Cancel', 'Preview', and 'Save'.

21

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.



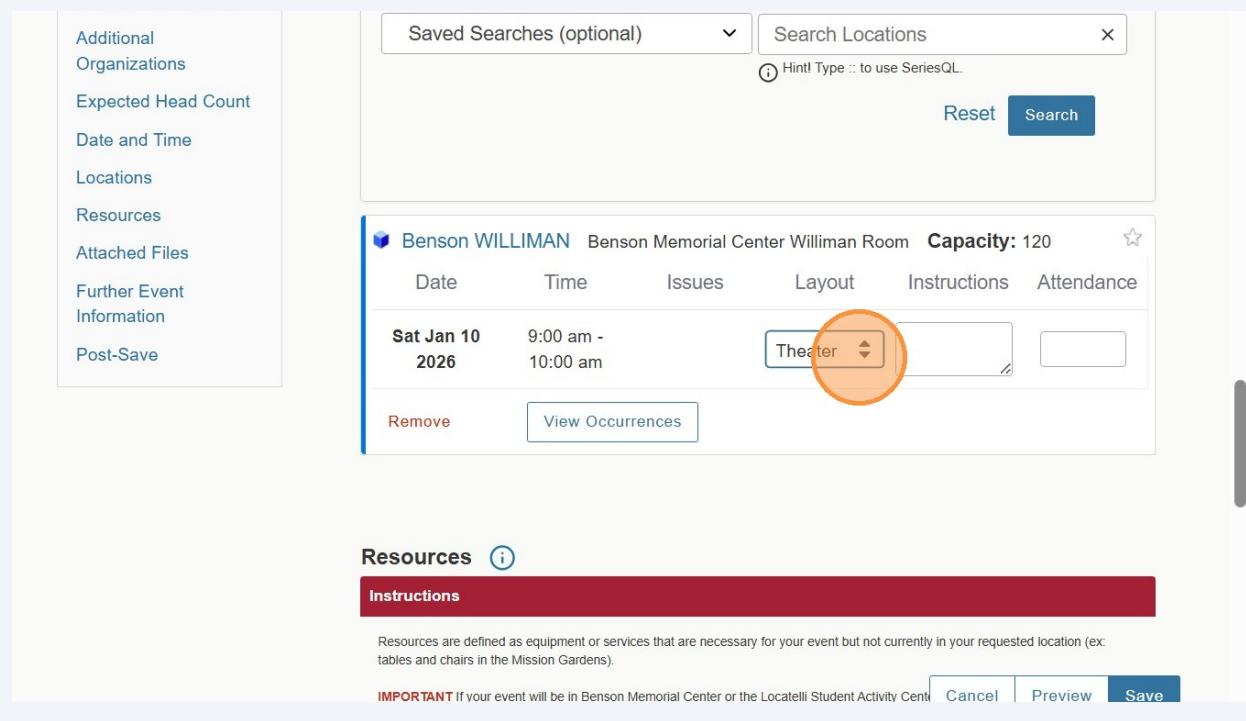
The screenshot shows the 'Room Requests' section of a software interface. On the left, a sidebar lists various event details: Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. The 'Locations' section is currently active. The main area displays a table of locations with the following data:

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Request	AlumniSci 155	Alumni Science Hall 155 - Student Teaching Lab	24	1/1	None	Alumni Science (AlumniSci)
Request	Banan_Alumni 101	Banan Alumni House 101 - Conference	10	1/1	None	Banan Alumni (Banan_Alumni)

A blue 'Search' button is located at the top right of the main area. The 'Request' button for the first location is highlighted with an orange circle.

22

Locations: Once you've selected your desired location, you can select your preferred room layout using the Layout drop-down menu.



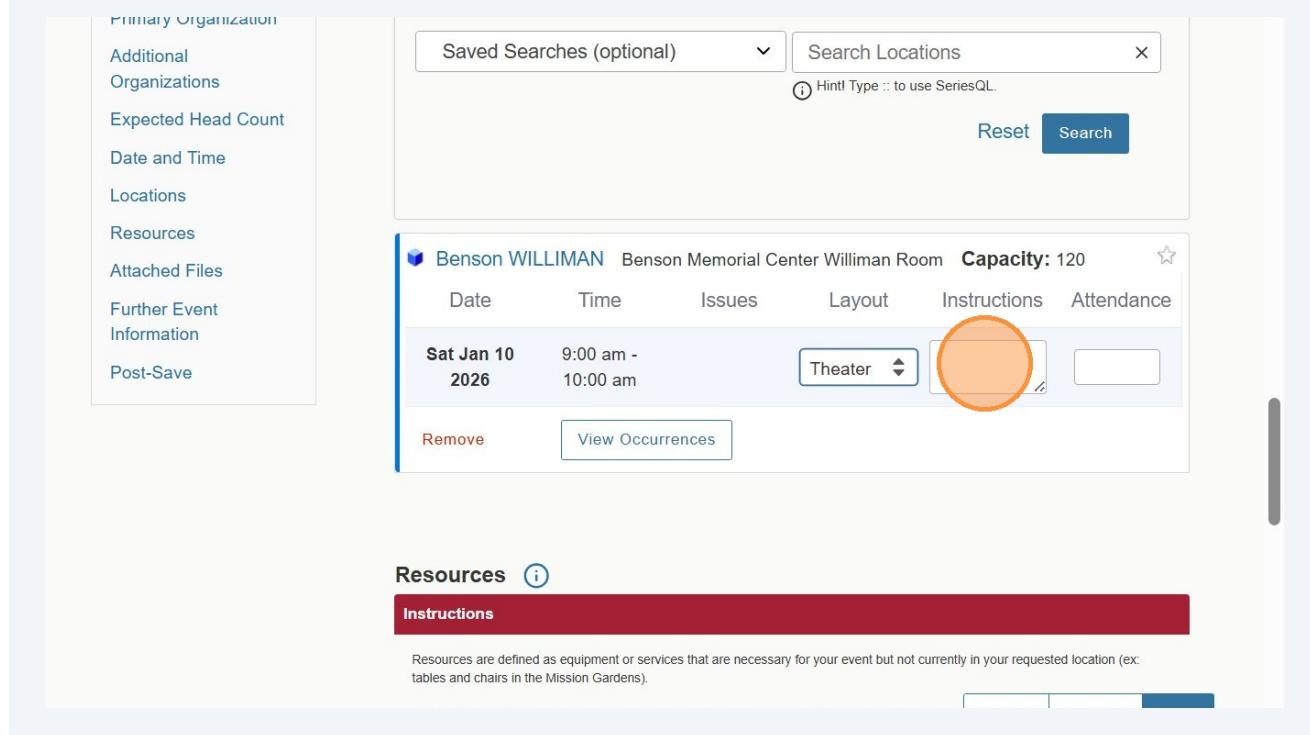
The screenshot shows the 'Room Details' section of a software interface. On the left, a sidebar lists: Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. The 'Locations' section is active. The main area displays a table for a location with the following data:

Saved Searches (optional)		Search Locations			
		<input style="width: 100%;" type="text" value="Benson WILLIMAN Benson Memorial Center Williman Room Capacity: 120"/> <small>Hint! Type :: to use SeriesQL.</small>			
		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			

A blue 'Layout' dropdown menu is highlighted with an orange circle. Below the table, there are sections for 'Resources' (with a red 'i' icon) and 'Instructions' (with a red background). A note at the bottom states: '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.)'. At the very bottom, there is an 'IMPORTANT' note and a 'Save' button.

23

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"/>
Remove		View Occurrences			

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).

24

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. 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 with a red circle), 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 the following required fields: Requestor Phone Number (format (000) 000-0000), Cost Center / Budget String, Constituencies attending (Select items dropdown), University President attendance (Yes/No), External guest speaker (Yes/No), and a contract with a 3rd party business or legal review (Yes/No). A note at the bottom states: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.'

25

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

The screenshot shows the 25Live Event Form. The sidebar on the left is identical to the previous screenshot. The main area is titled 'Locations Search' and includes the same search and filter options. The 'Additional Event Information' section is titled 'Instructions' and contains the same required fields as the previous screenshot. However, the 'Requestor Phone Number' field is specifically highlighted with a red circle. The note at the bottom of the section is identical: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.'

26

Additional Event Information: Enter the appropriate Cost Center/Budget String information for this event.

Additional Event Information

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)

* 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**

27

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

Additional Event Information

Resources

Attached Files

Categories

Event Contact Roles

Further Event Information

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)

* Will the University President be in Attendance?

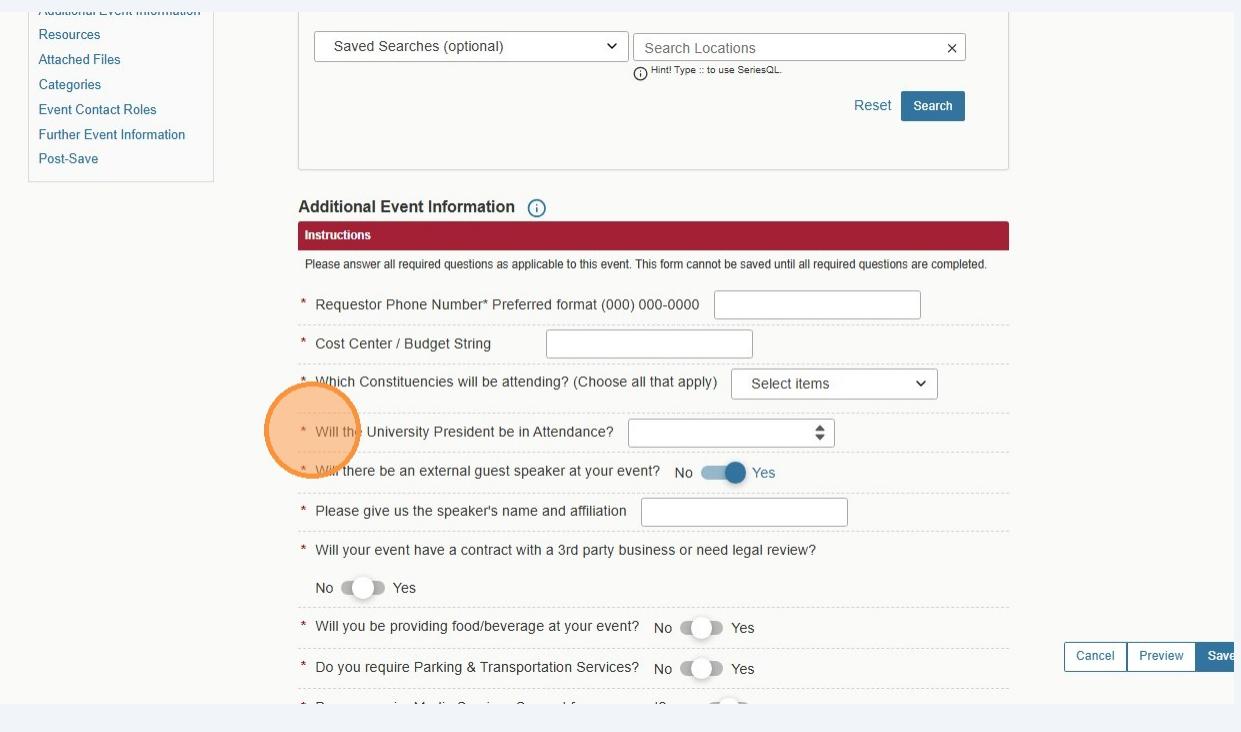
* Will there be an external guest speaker at your event? No Yes

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

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

28

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 (*):

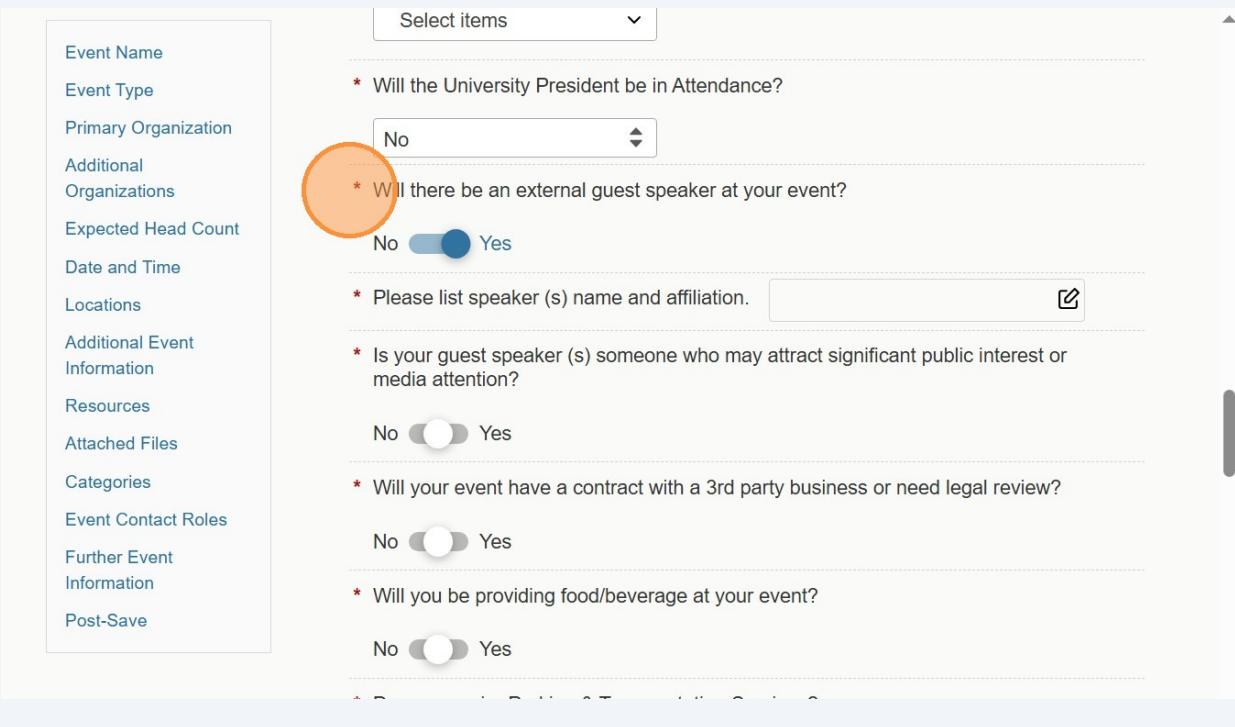
- * Requestor Phone Number* Preferred format (000) 000-0000
- * Cost Center / Budget String
- * Which Constituencies will be attending? (Choose all that apply)
- * Will the University President be in Attendance?
- * Will there be an external guest speaker at your event? No Yes
- * Please give us the 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.

29

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?

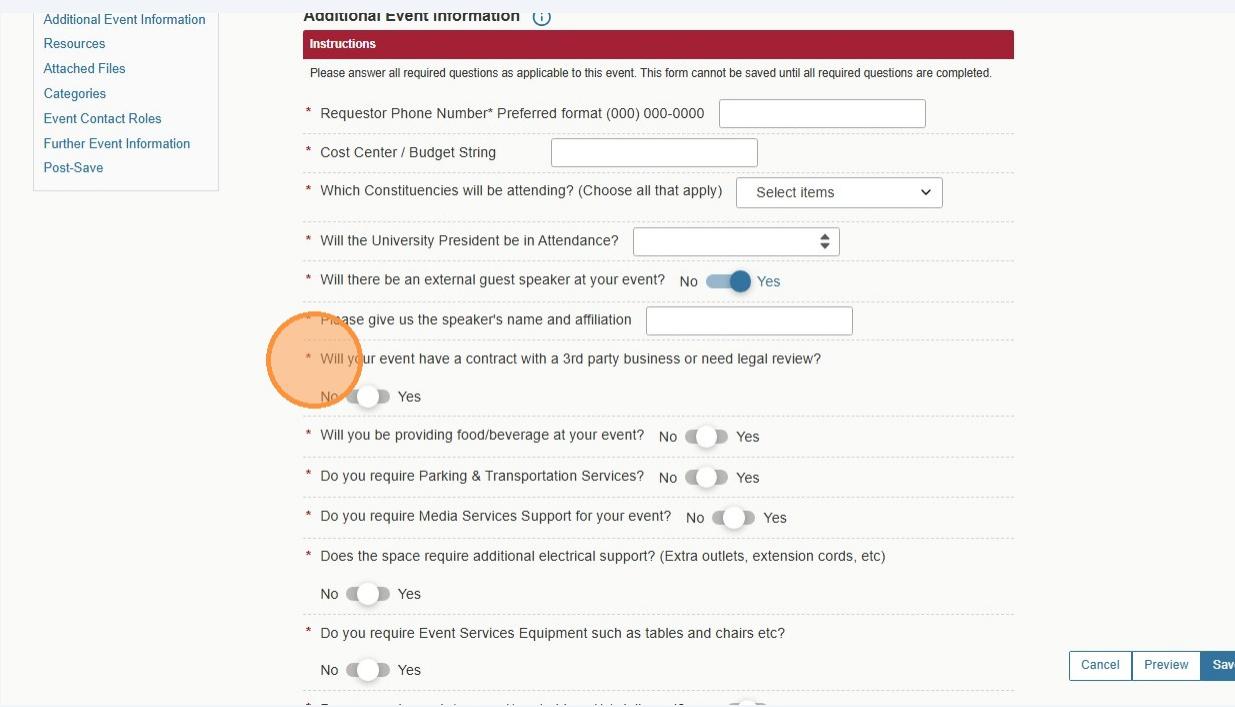
No

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

No

30

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?

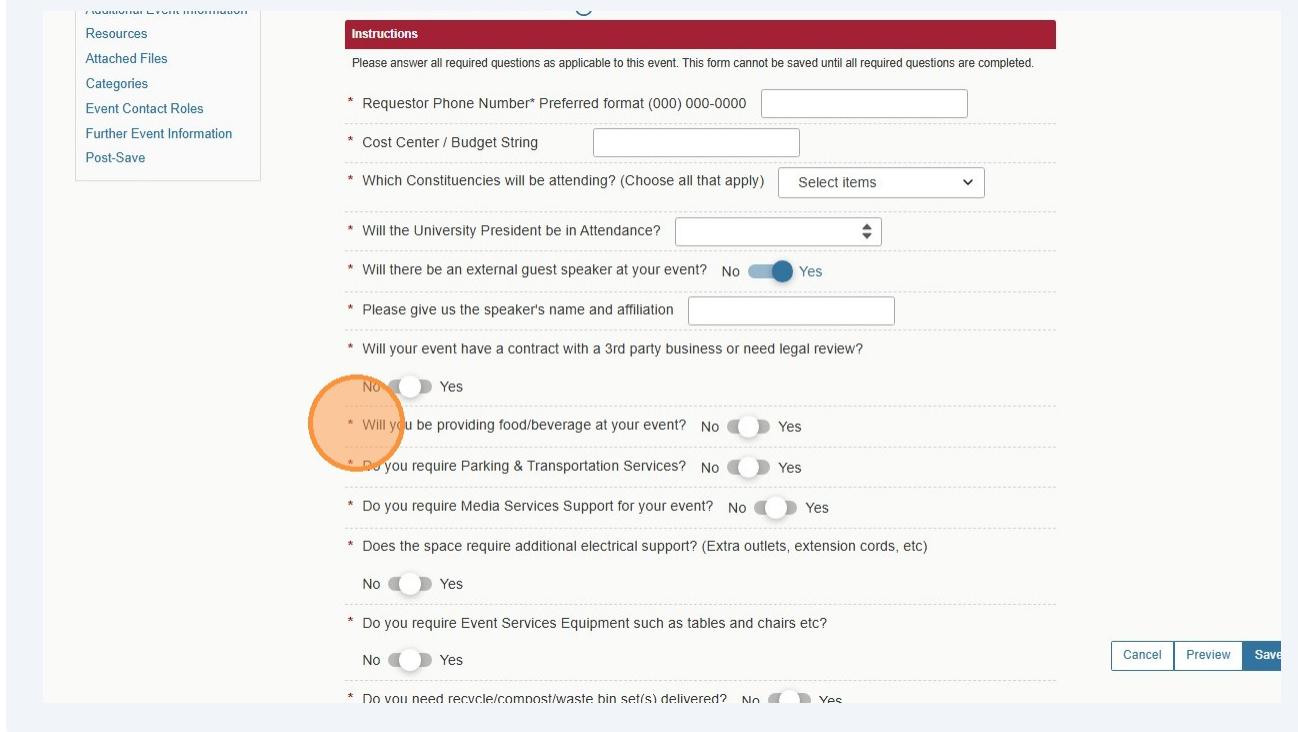
Cancel Preview Save

31

Additional Event Information: Move the toggle to indicate if you will be serving food 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.

Questions related to alcohol service may also be asked.



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

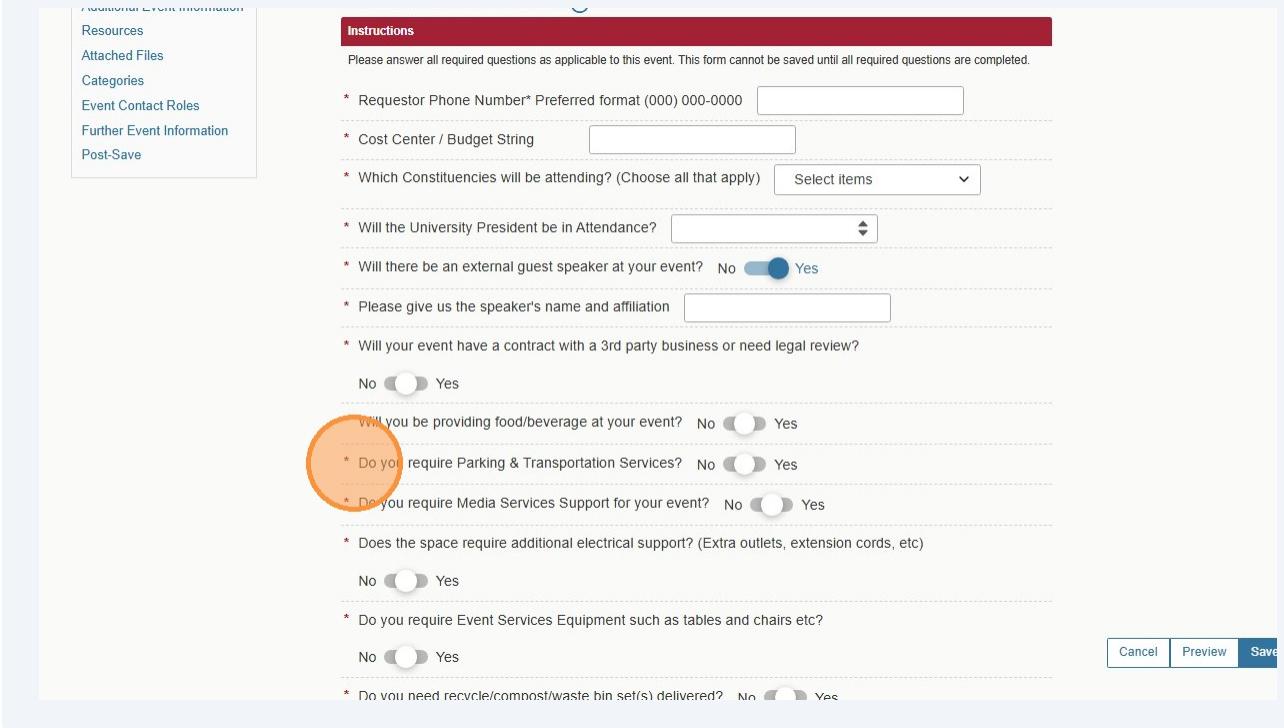
- * Requestor Phone Number* Preferred format (000) 000-0000
- * Cost Center / Budget String
- * Which Constituencies will be attending? (Choose all that apply)
- * Will the University President be in Attendance?
- * Will there be an external guest speaker at your event? No Yes
- * Please give us the speaker's name and affiliation
- * Will your event have a contract with a 3rd party business or need legal review?
- * 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)
- * Do you require Event Services Equipment such as tables and chairs etc?
- * Do you need recycle/compost/waste bin set(s) delivered? No Yes

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

32

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 buttons for 'Cancel', 'Preview', and 'Save'.

33

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 & 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	

34

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 & 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>

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

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.

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?

37

Additional Event Information: Will you need pre- or post-event custodial support? Move the toggle accordingly.

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

Cancel **Preview** **Save**

38

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 companies, organizations, schools (K-12, or Graduate) to be a part of your event?
No Yes

Cancel Preview Save

39

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

Additional Event Information

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

* 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 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

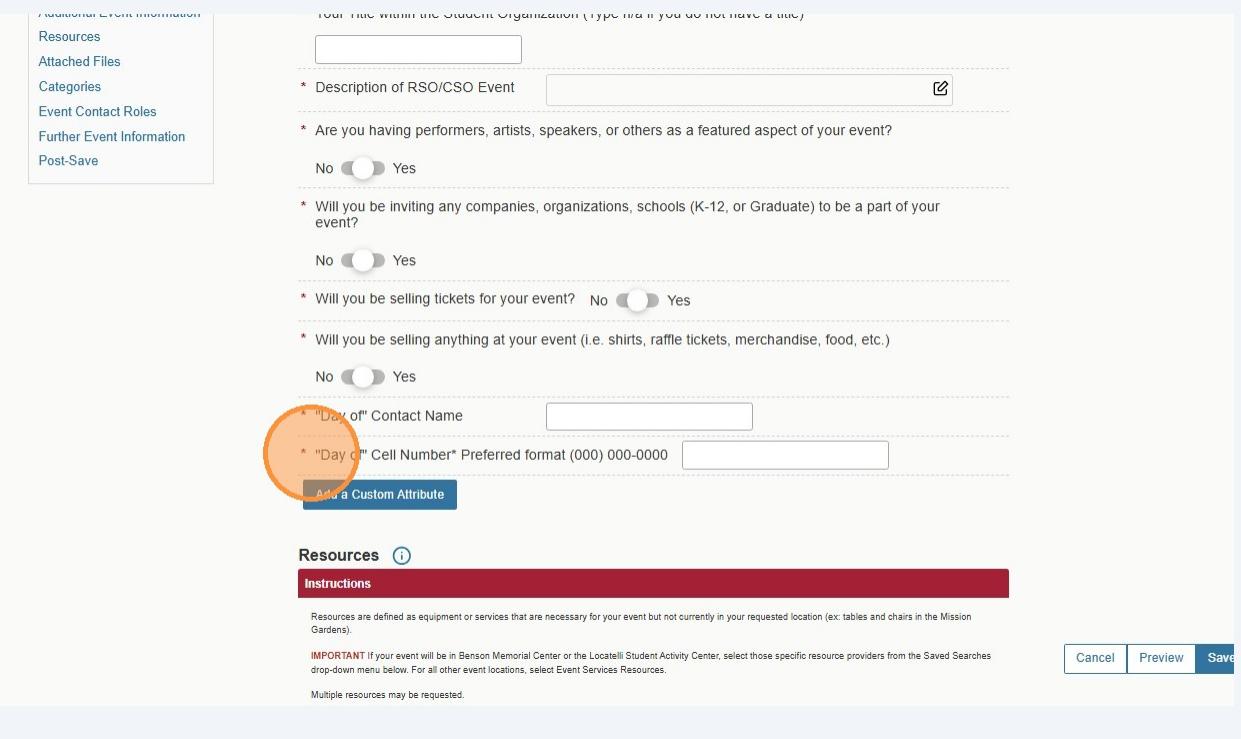
Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

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.

Cancel Preview Save

40

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.



Additional Event Information

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

YOUR TITLE WITHIN THE STUDENT ORGANIZATION (Type here 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 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).

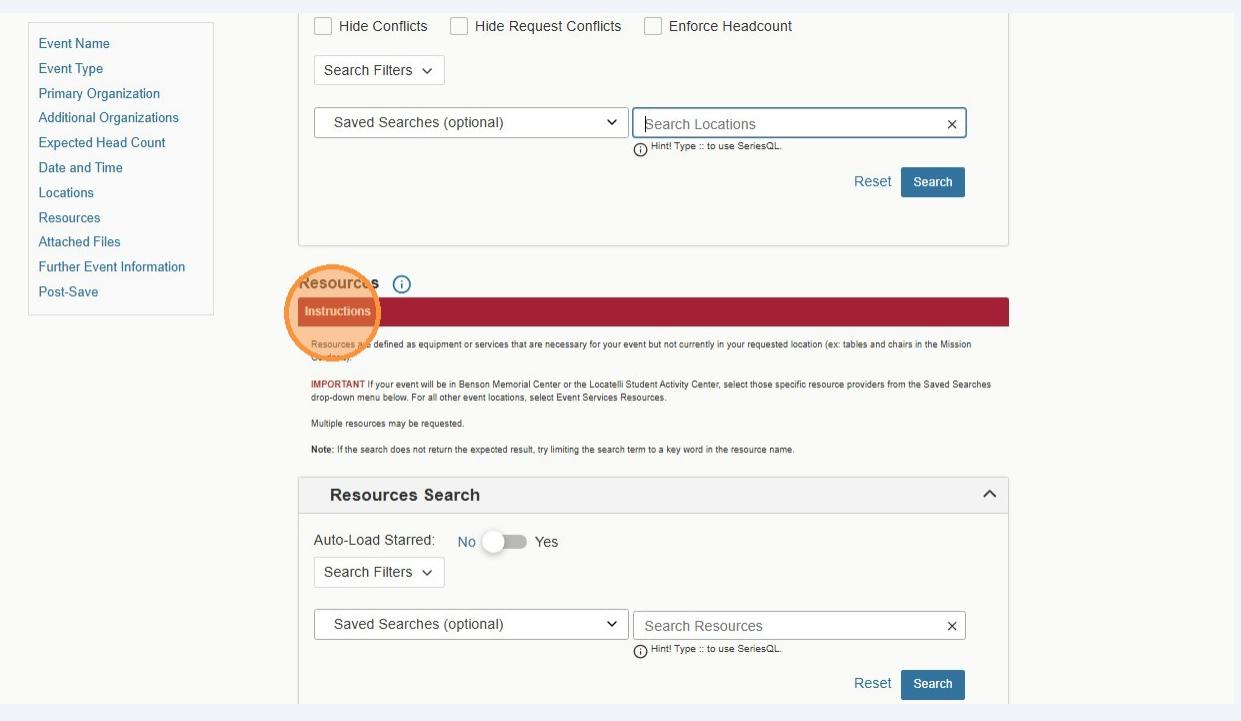
IMPORTANT If your event will be in Benson Memorial Center or the Locatelli Student Activity Center, select those specific resource providers from the Saved Searches drop-down menu below. For all other event locations, select Event Services Resources.

Multiple resources may be requested.

Cancel Preview Save

41

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 (i)

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

Reset **Search**

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.

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

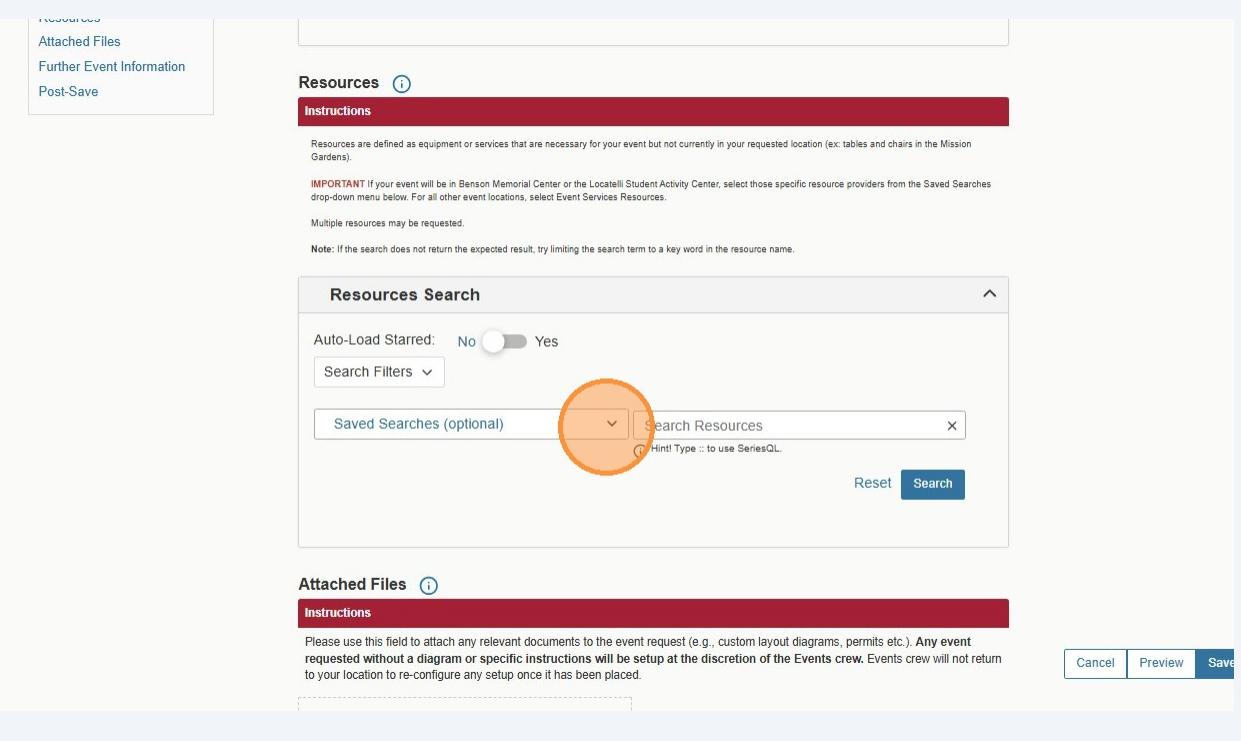
Search Filters (i)

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

Reset **Search**

42

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) ▼

Search Resources Hint! Type :: to use SeriesQL.

Reset Search

Attached Files

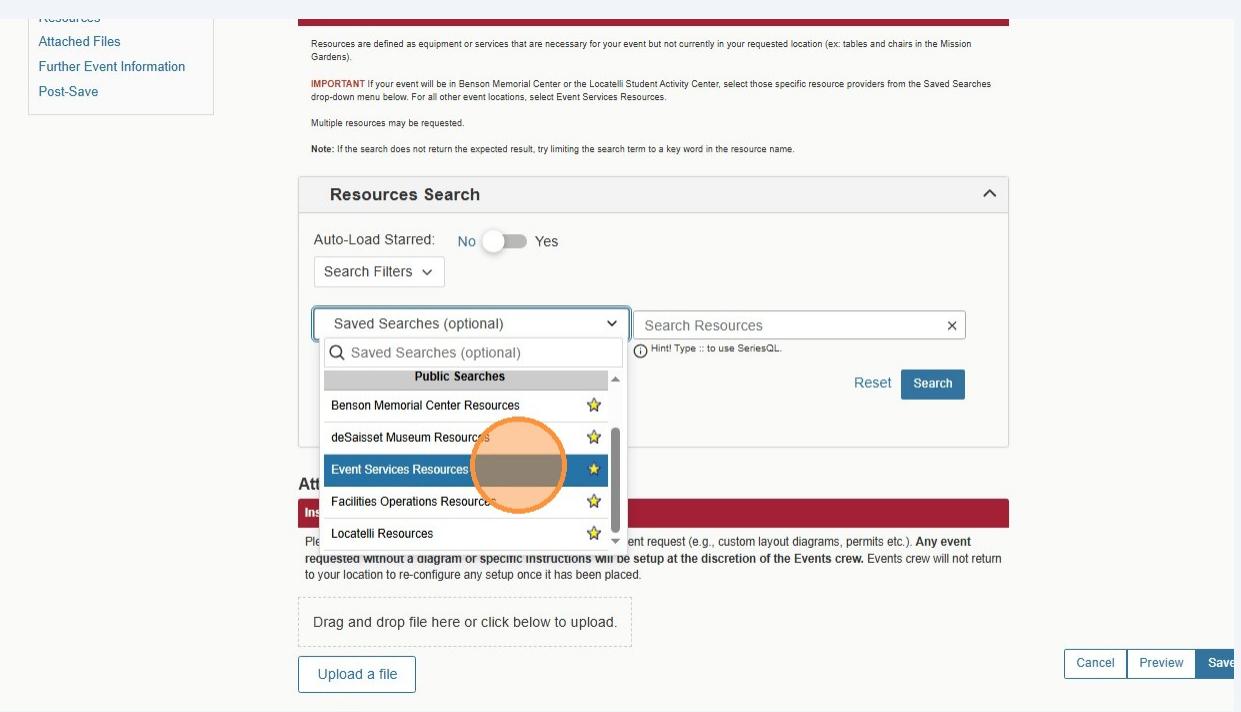
Instructions

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

43

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

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) ▼

Search Resources 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.

Drag and drop file here or click below to upload.

Upload a file

Cancel Preview Save

44

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
nd Time
ns
rces
ad Files
r Event Information
ave

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

Return to Top

Attached Files 

Instructions

45

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

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

[Return to Top](#)

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

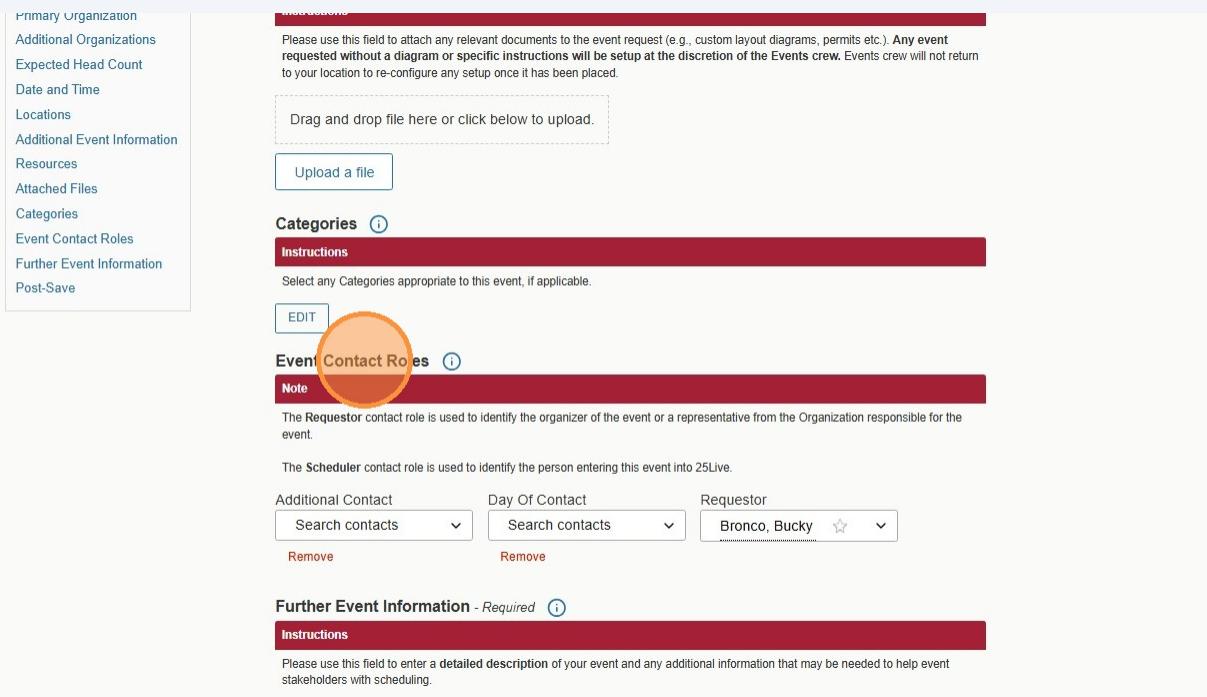
Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling.

...

46

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 requester 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.

47

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.

Attached Files

Further Event Information - Required

After Saving This Event...



48

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

Attached Files

Further Event Information - Required

After Saving This Event...



49

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' button and a 'Resources Search' panel with an 'Auto-Load Starred' toggle (No Yes) and a 'Search Filters' dropdown. The 'Save' button is located in the bottom right corner of the main form area.

50

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 after saving. The sidebar and main form area are similar to the previous screenshot, but the 'After Saving This Event...' panel is visible at the bottom:

- 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 main form area.