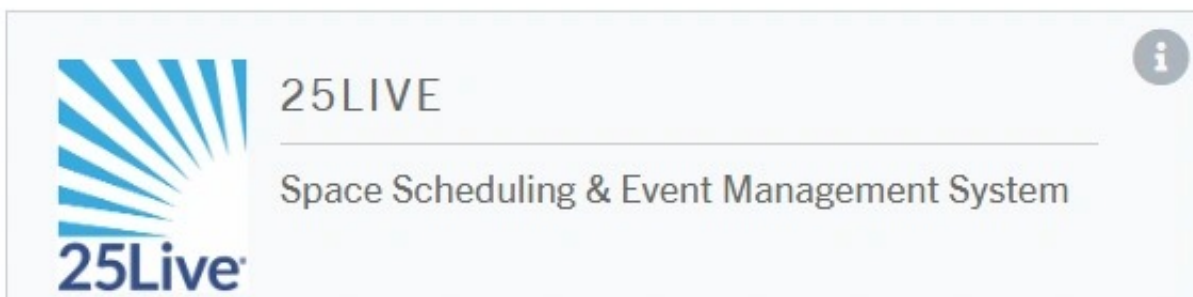


# Requesting an Event in 25Live

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

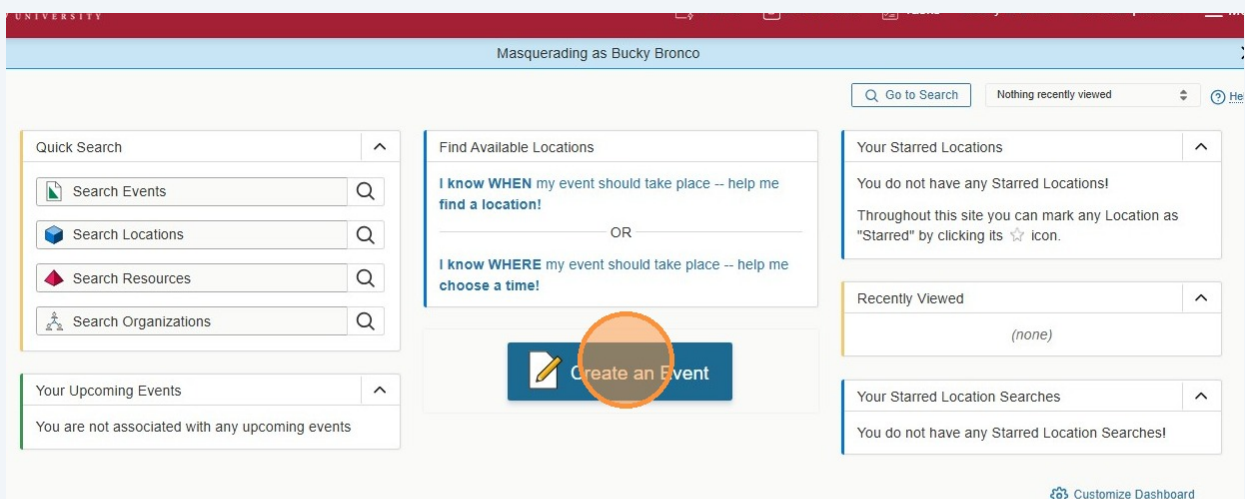
Select the 25Live tile from your MySCU Portal dashboard or use your browser to navigate to <https://25live.collegenet.com/pro/scu#!/home/dash>. Single Sign On verification will be required to access the 25Live platform.



2

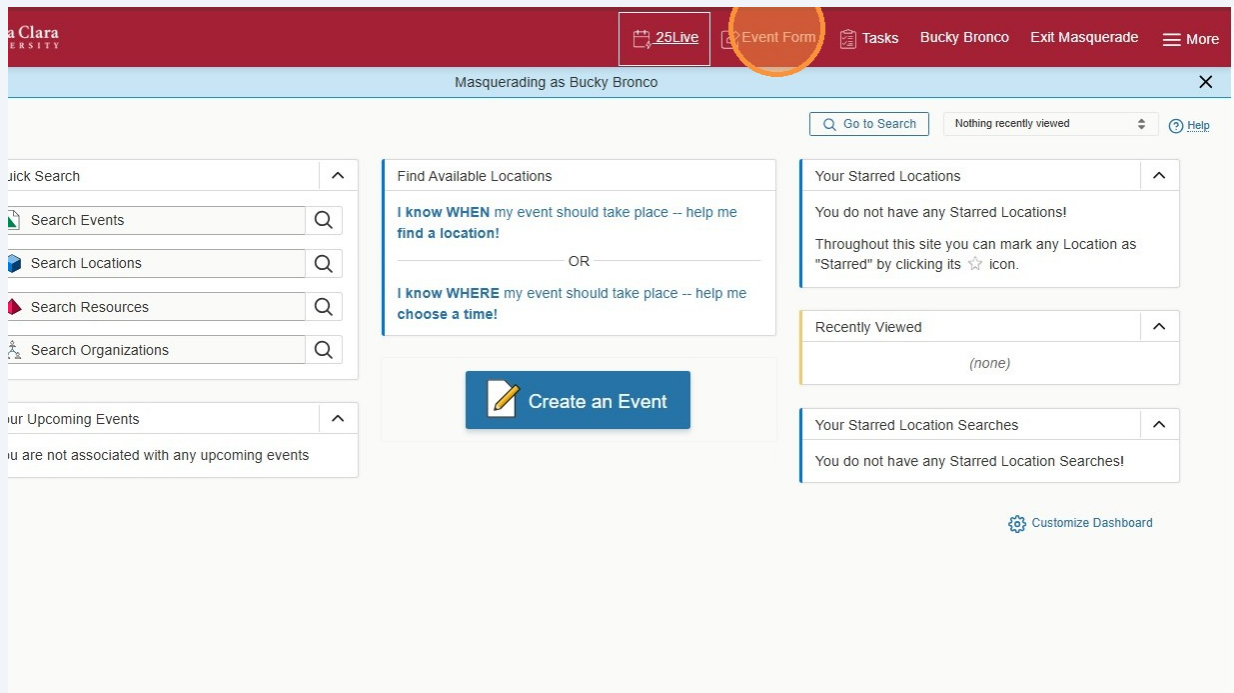
There are multiple ways to access the 25Live Event Form:

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



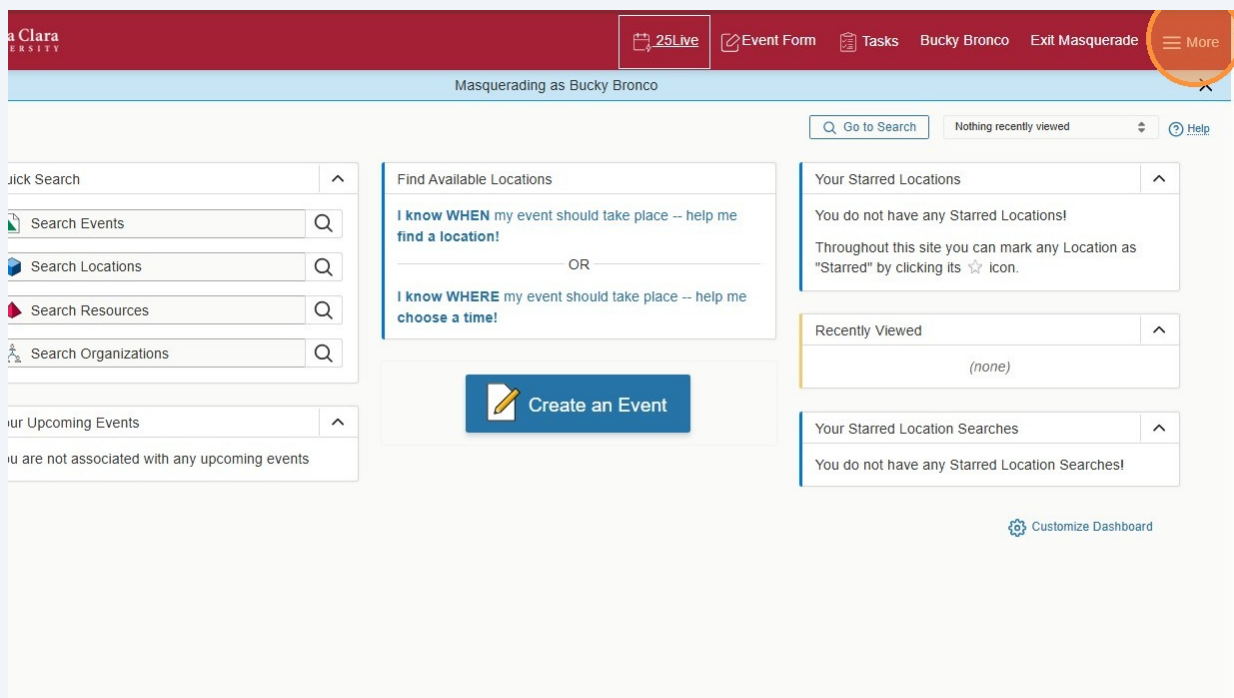
3

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



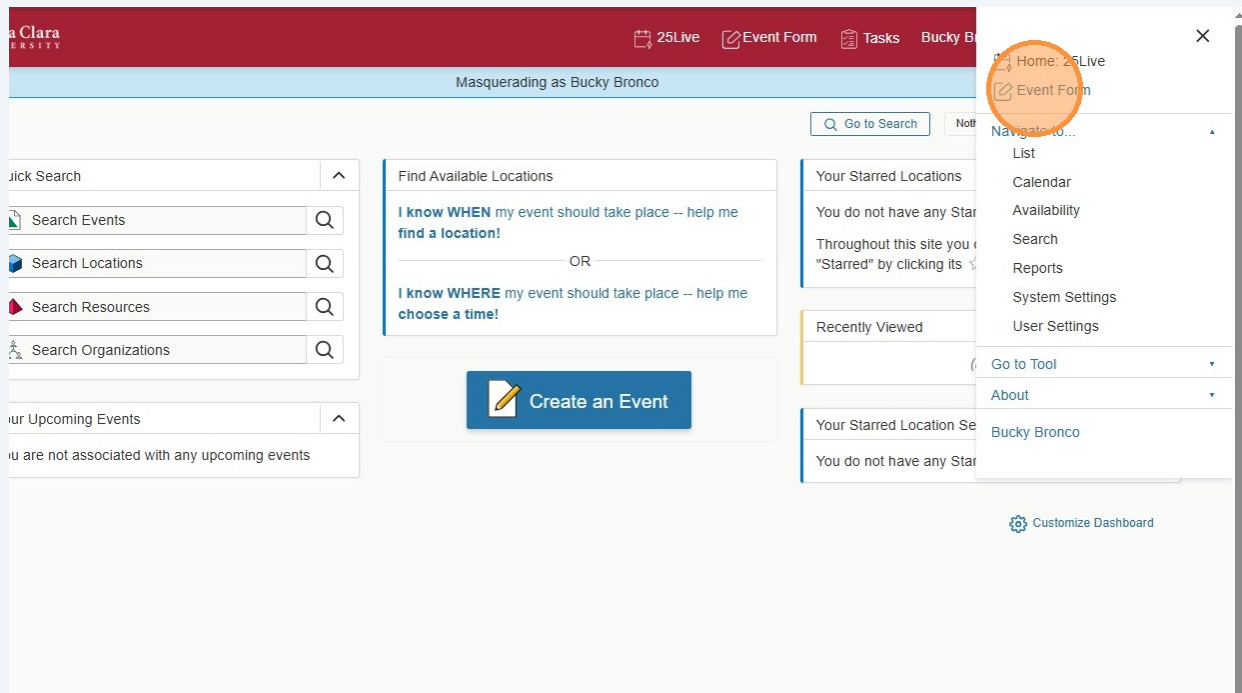
4

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



5

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



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.

7

Event Name: Enter a descriptive title for your event.

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

The screenshot displays 'The Event Form' for scheduling an event. 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 form area has a red header 'The Event Form' and 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 'Event Name' section is marked 'Required' and includes an 'Instructions' bar stating 'Please enter a name that clearly describes the event. 40 Character limit.' Below this is a text input field. The 'Event Type' section is also marked 'Required' and includes an 'Instructions' bar stating 'Select the Event Type that best describes the event.' Below this is a dropdown menu labeled 'Select from Types' with a search bar. An orange circle highlights the star icon next to 'Athletic Activity' in the dropdown list. Other options in the list include 'Calendar Announcement', 'Campus Visit / Tour', 'Conference', 'Exhibit', and 'Meeting'. Below the dropdown is an 'Instructions' bar stating 'Select any additional organization(s) that may be involved with the event.' and an 'EDIT' button.

**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

Search Select from Types

Athletic Activity ☆

Calendar Announcement ☆

Campus Visit / Tour ☆

Conference ☆

Exhibit ☆

Meeting ☆

**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** ⓘ

**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.

Search organizations ▼ Remove

Q Search 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.

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 ▼

**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.

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 adding 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.

Tue Dec 09 2025

9:00 am

To:

10:00 am

Cancel Preview Save



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  
Primary 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 it's standard configuration

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

Additional time

Setup Time

0

Days

0

Hours

0

Minutes

Pre-Event Time

0

Days

0

Hours

0

Minutes

Post-Event Time

0

Days

0

Hours

0

Minutes

Takedown Time

0

Days

0

Hours

0

Minutes

Reservation Start:

Tue Dec 09 2025 9:00 am

Reservation End:

Tue Dec 09 2025 10:00 am

Reservation Duration:

1 Hour

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

Repeating Pattern ⓘ

<< < 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**

Cancel 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.

**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** ⓘ

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.

**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).

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.

by Organization  
nal Organizations  
ed Head Count  
nd Time  
ons  
rces  
ad Files  
r Event Information  
ave

### 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).

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.

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 x

Hint! Type : to use Series QL

Reset Search

Cancel Preview 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.

Auto-Load Starred: ☐ No ☒ Yes

☒ Hide Conflicts ☐ Hide Request Conflicts ☒ Enforce Headcount

All Locations ☆ ×

Reset Search

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

Cancel Preview Save

22

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

Saved Searches (optional) × Search Locations ×

Hint! Type : to use SeriesQL.

Reset Search

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

23

Locations: You may also provided 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).



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.

**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

**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.

**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?

25

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

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

**Locations Search**

Search Filters

Saved Searches (optional)  Search Locations

Hint! Type :: to use SeriesQL.

**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 ☒

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

Search Locations

Saved Searches (optional)

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  
Post-Save

Search Locations

Saved Searches (optional)

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

☐ Alumni

☐ Faculty

☐ Staff

☐ Students

☐ General Public

\* 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?

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.

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

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).

Select items ▼

\* Will the University President be in Attendance?

No ▼

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

No ☒ Yes

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

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

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

30

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

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

\* 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

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.

**Further 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

Cancel Preview 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.

[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

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

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

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

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)



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 third 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.

Further 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

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

Further 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

**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

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**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.

FOR THIS EVENT, THE STUDENT ORGANIZATION (Type 'na' if you do not have a club)

\* 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

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.

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).

**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



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

Resources  
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.

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

Hint! Type :: to use SeriesQL.

Reset

Search

Drag and drop file here or click below to upload.

Upload a file

Cancel

Preview

Save

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**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

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Reset Search

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

Return to Top

Attached Files ⓘ

Instructions

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

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

Event type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Resources

Attached Files

Further Event Information

Post-Save

1

Request

Event Svcs. - Set-up Only

Unlimited

None

1

Request

Event Svcs. - Trash bins (Blue)

40 / 40

None

Return to Top

Attached Files

Instructions

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

Drag and drop file here or click below to upload.

Upload a file

Further Event Information - Required

Instructions

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

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

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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

**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.

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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** ⓘ

**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.

**After Saving This Event...**

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event
- ☐ Continue Editing Event
- ☐ Create Another Event

Cancel Preview **Save**

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

**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.

**After Saving This Event...**

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event
- ☐ Continue Editing Event
- ☐ Create Another Event

Cancel Preview **Save**

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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.

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

\* 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

Please enter a value for required custom attributes

**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 ▾

Cancel Preview Save

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

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

Additional Contact  Remove

Day Of Contact  Remove

Requestor  ☆ ▾

**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.

Please enter a value for required fields (Further Event Information)

**After Saving This Event...** ^

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event
- ☐ Continue Editing Event
- ☐ Create Another Event

Cancel Preview Save