



Procedure: Submitting a New Event Request in 25Live

This procedure is for authorized users who wish to request a physical space (e.g., room, lab, auditorium) for an event using the 25Live Pro scheduling system.

I. Preparation

Before starting the request, have the following information ready:

- **Event Name** and **Type** (e.g., Meeting, Workshop, Class, Performance).
- **Date(s)** and **Time(s)**, including setup and teardown.
- **Estimated Attendance** (This is crucial for finding the right size venue).
- **Required Resources** (e.g., A/V equipment, tables, chairs, catering, IT support).
- **Budgetary** or **Billing** information (if applicable).

II. Event Creation and Details

1. **Log In:** Go to 25Live and log in with your credentials.
2. **Start Request:** Click the "**Create an Event**" button
3. **Enter Basic Information:**
 - **Event Name:** Enter a clear, descriptive name. (Meeting is not a sufficient name)
 - **Event Type:** Select the category that best describes your event from the drop-down list.
 - **Primary Organization:** Select the group or department responsible for the event.
 - **Expected Attendance:** Enter the most accurate number you can.
4. **Enter Dates and Times:**
 - Set the **Start Date** and **End Date** for the overall event.
 - Set the **Start Time** and **End Time** for the **actual event activity**.
 - *Tip: Use the **Setup** and **takedown** fields to reserve time for facilities/IT setup and teardown.*
 - *Tip: Use the **Pre-Event** and **Post-Event** fields to reserve time for you to prepare the room.*
 - If the event is recurring (e.g., a weekly meeting), click the "**Add Occurrence**" or "**Repeating**" option and set the recurrence pattern.
5. **Event Contact:** All University internal and external events must have a SEU representative onsite day of event.
 - If you are **not** the main contact for this event, you **must** select "No" for the "Are you the main contact?" prompt."No" requires you to enter the main contact's **full name, email, and phone number**.
 - **Important Notes:**
 - **Only the person who submits the event through 25Live** will have access to make changes to event logistics.
 - The person who submits the event (the **Event Owner**) will be the primary point of contact for **Facilities/IT**.
 - The designated **Event Contact** will *only* be contacted on the day of the event.

event.

6. **External Calendar:** All public events are required to be posted to the external campus calendar.
 - Further explanation on how to submit your event to the website calendar is demonstrated in the 25Live training video.

III. Location Search and Selection

1. **Access Location Search:** Scroll to the "**Locations**" section and click "**Search for Locations.**"
2. **Filter Results:** Use the filtering tools to narrow down your options:
 - **Filter by Date/Time:** Ensure the dates and times you entered in Section II are reflected here.
 - **Filter by Requirements:** Use the **Features** and **Capacity** filters to find spaces that match your needs (e.g., a room with a projector and seating for 50).
3. **Review Availability:** 25Live will display a list of available locations.
4. **Select Location:** Click the "**Select**" button next to the desired location. The location will be added to your event request.
 - If no suitable locations are available, you must either adjust your date/time, or change your capacity requirements. If you still cannot find a suitable location, please contact Reservations@steu.edu for assistance.
 - *As a reminder; Please direct all questions about event space and sharing exclusively to the reservations.*
To ensure an efficient process, do not escalate reservation inquiries to your area Vice President. These matters are handled by reservations, and attempts to bypass the established procedure will not expedite a resolution.

IV. Resource and Setups

1. **Add Resources:** Go to the "**Resources**" section. If you need equipment, services, or catering, click "**Recommended Resources.**"
 - Select the required items (e.g., projector, microphone, extra chairs) and specify the **quantity** needed.
2. **Enter Layouts/Instructions:** Use the **Layout/Instruction** field to provide specific instructions for the schedulers or setup crew (e.g., "Please arrange chairs in a U-shape," or "Door must be unlocked by 7:00 AM").

V. Review and Submission

1. **Review Event:** Review all sections (Details, Times, Location, Resources) for accuracy.
2. **Save or Submit:**
 - If you are ready to submit, agree to the terms and conditions then click "**Save**".
This formally submits the request to Reservations.
3. **Confirmation:** You should receive a confirmation email or see a confirmation message on



the screen. **Your event is NOT confirmed until a scheduler approves the location request.**

4. **Wait for Approval:** Monitor your email for updates or changes from Reservations. Your event status will say "**Tentative**" until 10 days prior to your event. Then your event status will change to "**Confirmed**" Once "**Confirmed**" or during the 10 days leading up to your event, you can no longer make changes to your reservation.