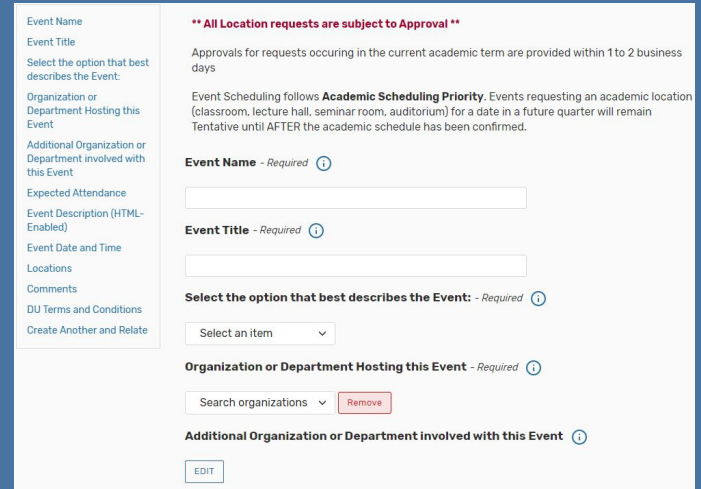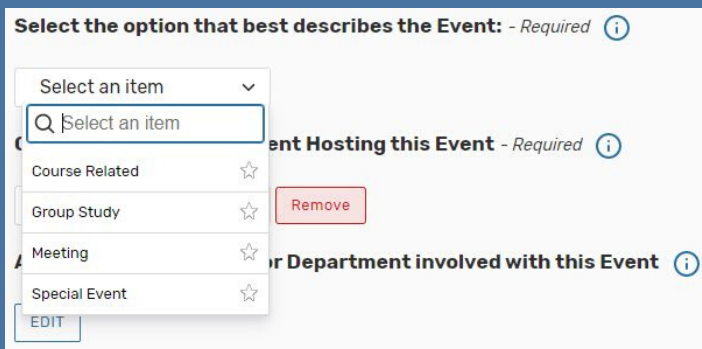# 25LIVE EVENT FORM

Event Form

- The Event Form is the tool used to place a request for a specific location on a specific date (or series of dates) and time
- Instructions and Hints about each field can be expanded or hidden by clicking on the blue information icon ⓘ

Event Type
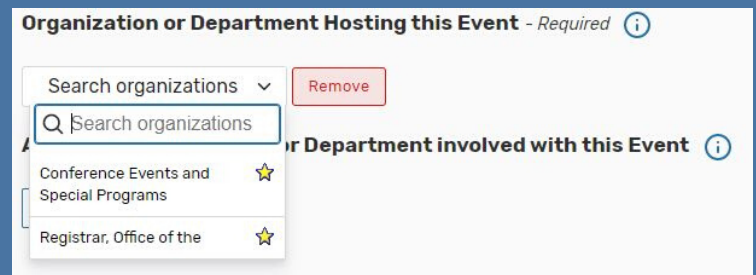
- Select the option that best describes the Event. Definitions and example are noted to help you select the best option

Organization

- When selecting the Organization or Department Hosting the Event, search for the Organization name or select from your list of favorites
- If search does not return the expected result, try limiting the search term to a single key word

Attendance

Expected Attendance - *Required* ⓘ

- When entering the Expected Attendance, be as accurate as possible

Event Description

- The Event Description should be a summary of the event
- Include details about content and intended audience
- Do not include comments for the Location Approver here

Event Description (HTML-Enabled) ⓘ

File ▾   Insert ▾   View ▾   Format ▾   Tools ▾

↶ ↷   **B** *I* U̲ A ▾ A ▾ Font Family ▾ Font Sizes ▾ 🔗

Event Date and Time

- Start Time and End Time fields should indicate the ACTUAL event time (timeframe attendees will be present)

*When an event spans multiple days, requests should indicate the event repeats - See Repeating Event notes below

Event Date and Time - *Required* ⓘ

Wed Jan 01 2020

9:00 am

To:

5:00 pm

Event Duration:
8 Hours

Additional Time

- If you need additional time beyond your Event Time, use the Pre-Event and Post-Event fields to indicate the entire timeframe the location is needed

Additional time

Pre-Event Time
0 Days   1 Hours   0 Minutes

Post-Event Time
0 Days   2 Hours   0 Minutes

Reservation Start: **Wed Jan 01 2020 8:00 am**
Reservation End: **Wed Jan 01 2020 7:00 pm**

Reservation Duration:
11 Hours

Attendance

- When entering the Expected Attendance, be as accurate as possible

Event Description

- The Event Description should be a summary of the event
- Include details about content and intended audience
- Do not include comments for the Location Approver here

Event Date and Time

- Start Time and End Time fields should indicate the ACTUAL event time (timeframe attendees will be present)

*When an event spans multiple days, requests should indicate the event repeats - See Repeating Event notes below

Additional Time

- If you need additional time beyond your Event Time, use the Pre-Event and Post-Event fields to indicate the entire timeframe the location is needed

Repeating Pattern

- If your event repeats, click on the Repeating Pattern button and select a repeating pattern from the drop down list
- Daily/Weekly/Monthly event patterns allow you to select a "Repeats through" date
- Ad Hoc allows you to select the specific dates using the Calendar
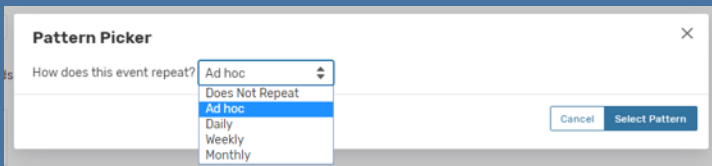
Location

- Search for the Location name or select from your list of favorites
- If the search does not return the expected result, try limiting the search term to a single key word
- Select "Hide Locations with Conflicts" or "Enforce Headcount" to narrow search results
- Select the Request button for your preferred location

*Multiple locations can be requested on a single request

*For most effective scheduling, it is recommended to create separate requests for each building

Additional Information ⓘ

✕ Budget # (Fund, Org, Acct)   [   ]

Edit this custom attribute to add it to the event.

✕ Charge for admission?   No ◯ Yes

Edit this custom attribute to add it to the event.

✕ Document - Proof of Insurance rec'd?
                                           No ◯ Yes

Edit this custom attribute to add it to the event.

✕ Document - Signed contract received?
                                           No ◯ Yes

Edit this custom attribute to add it to the event.

Additional Information
- Provide additional information applicable to the event

*The fields visible will vary based on the Event Type selected

Event Contacts
- Provide a name for all fields applicable to the event (Contacts must have an active 25Live account)
- Definitions for each Contact Role are available by selecting the blue information icon

*The same person can be any number of roles

Event Contacts ⓘ

Requestor	Scheduler	Event Manager
events@du.edu ☆ ⌄	events@du.edu ☆ ⌄	events@du.edu ☆ ⌄

Requirements - *Required* ⓘ

☐ 01. No Services (setup, technology, custodial, etc.) needed for this event
Comment [   ]
☐ 02. Event will feature a Guest Speaker (Include Name and Topic in comments)
Comment [   ]
☐ 03. Technology support is needed
Comment [   ]
☐ 04. Furniture Setup is needed
Comment [   ]
☐ 05. Custodial Service is needed
Comment [   ]
☐ 06. Food and Beverage will be served - Sodexo Catering
Comment [   ]
☐ 07. Food and Beverage will be served - Non Sodexo Catering
Comment [   ]
☐ 08. Alcohol will be served
Comment [   ]
☐ 09. Parking is needed for attendees
Comment [   ]
Quantity
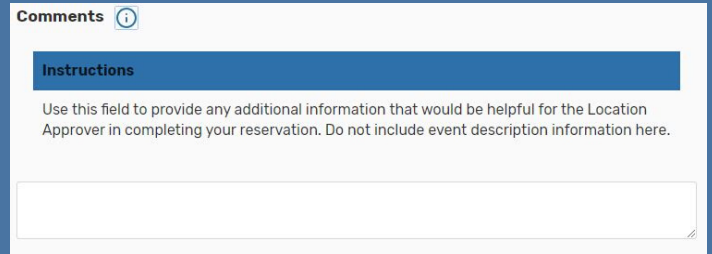[0   ]   Max: Unlimited
☐ 10. Would like to have event considered for publication to DU Marketing Calendar
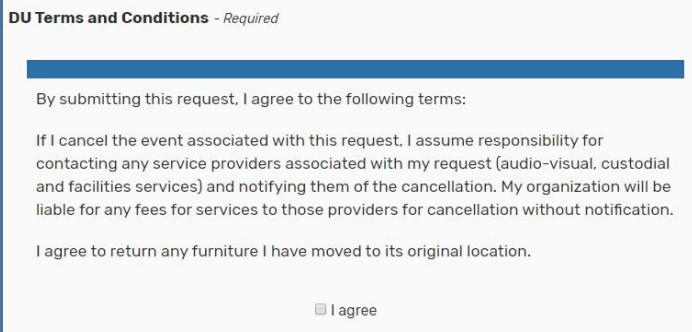Comment [   ]

Requirements
- Requirements are intended to communicate event needs to the Location Approver
- Select all items applicable to the event and provide corresponding notes in the comments field
- Links to separate work order systems will be provided via email when your request is Confirmed

Comments

- Use this field to provide any additional information that would be helpful for the Location Approver when reviewing your reservation request
- Do not include event description information here

Comments ⓘ

Instructions

Use this field to provide any additional information that would be helpful for the Location Approver in completing your reservation. Do not include event description information here.
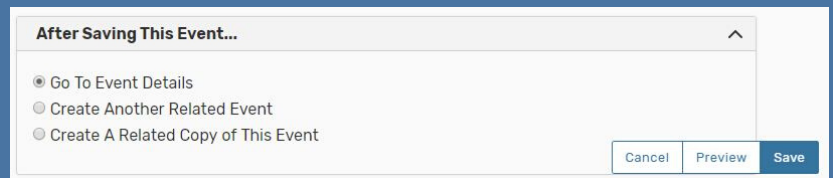
DU Terms and Conditions - *Required*

By submitting this request, I agree to the following terms:

If I cancel the event associated with this request, I assume responsibility for contacting any service providers associated with my request (audio-visual, custodial and facilities services) and notifying them of the cancellation. My organization will be liable for any fees for services to those providers for cancellation without notification.

I agree to return any furniture I have moved to its original location.
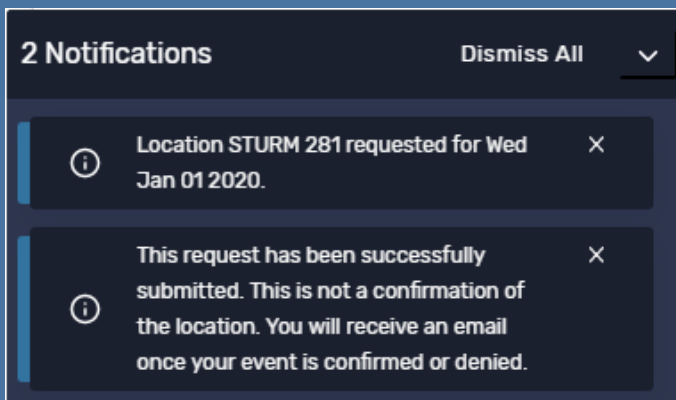
☐ I agree

Terms and Conditions

- You must Select "I agree" to complete the Event Form and successfully Save the request

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Before Saving

- You will have the option to choose to be directed to the Event Details page, Create Another Related Event, or Create A Related Copy of This Event.

After Saving This Event... ⌃

◉ Go To Event Details
◯ Create Another Related Event
◯ Create A Related Copy of This Event

Cancel   Preview   Save

---

2 Notifications   Dismiss All   ⌄

ⓘ Location STURM 281 requested for Wed Jan 01 2020.   ✕

ⓘ This request has been successfully submitted. This is not a confirmation of the location. You will receive an email once your event is confirmed or denied.   ✕

After Saving

- After saving you will receive a pop-up notification indicating the location(s) you requested and if your request was successfully submitted