25Live Pro
General Space Request Manual

Table of Contents

Revised 4/2024 by H. Riestra

I. Revision Control

Document Title: 25Live Pro General Space Request Manual

Author: University Events Office

Date	By	Action	Pages
4/2024	Hector Osbaldo Riestra	Revised to updated 25Live Pro	All Pages

II. Logging into 25Live

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From the CSU Channel Islands website (www.csuci.edu) click on the "**Events**" button in the upper right-hand corner.
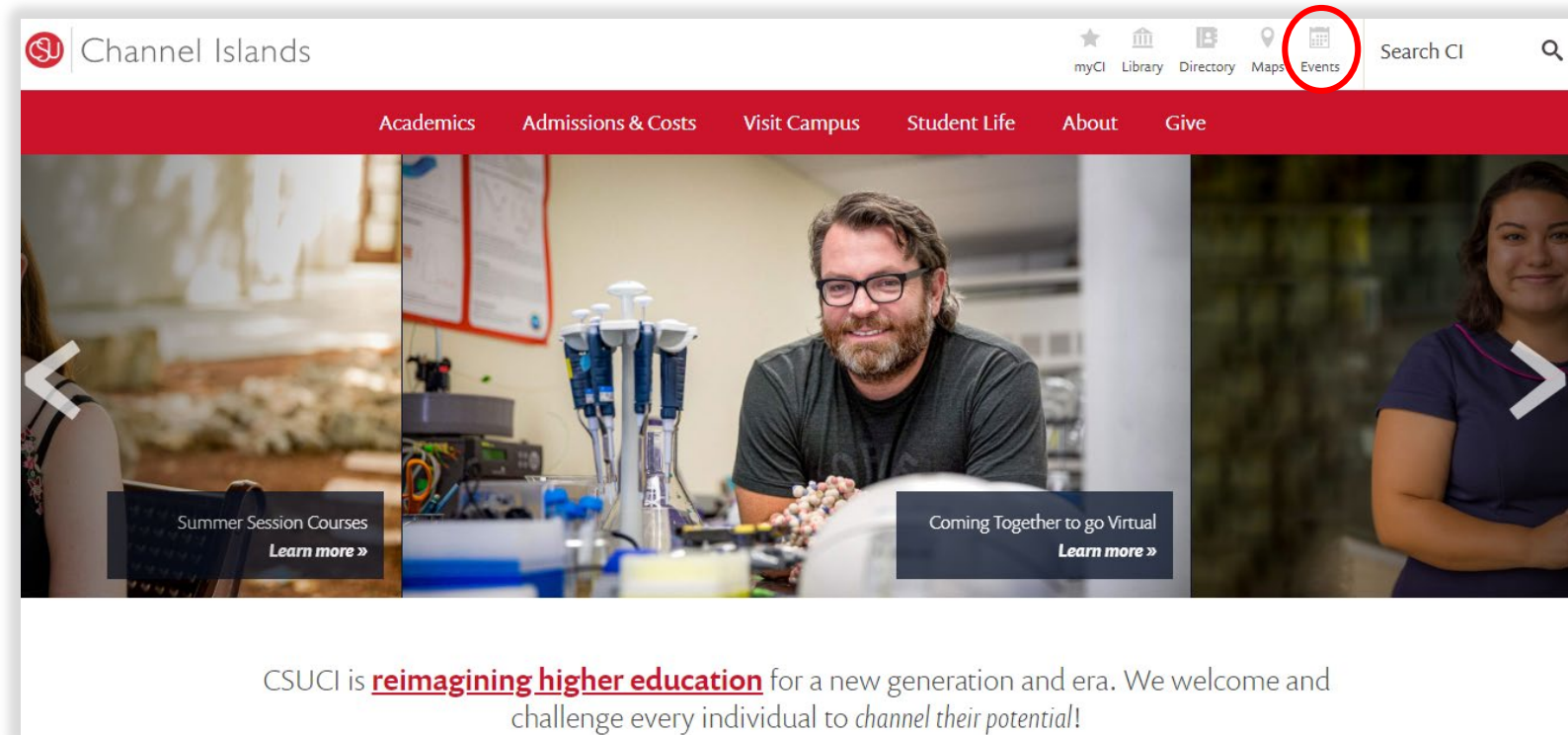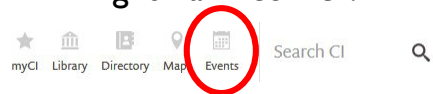
To log in, click on the "**Request Event**" button.
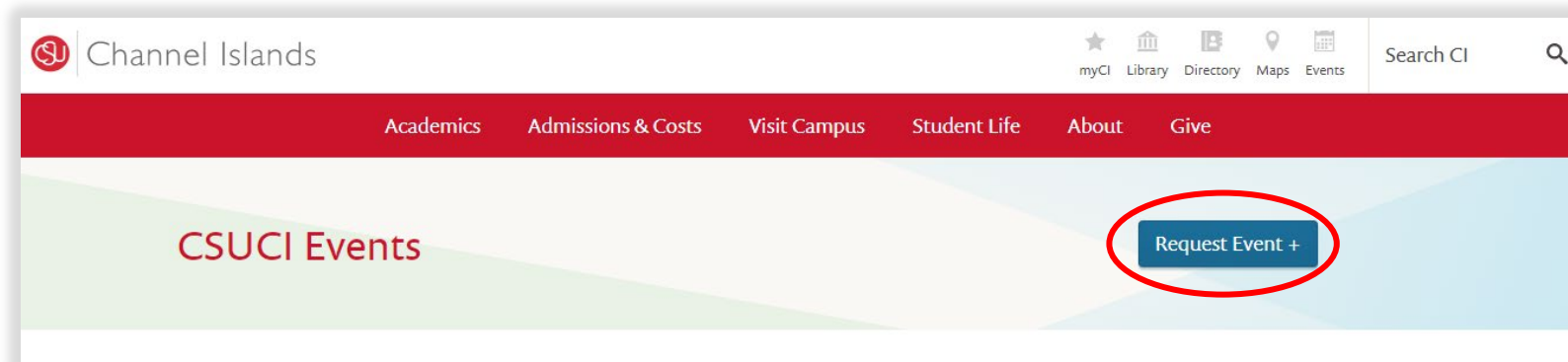
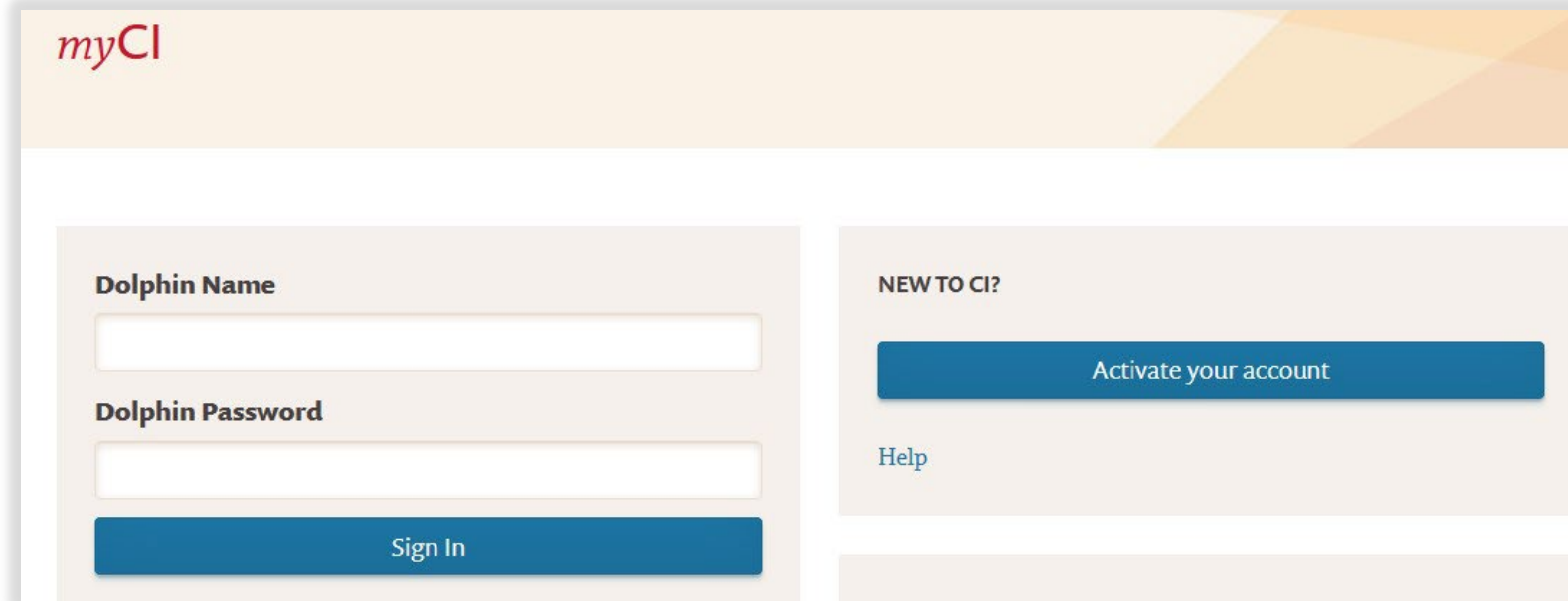|	
This will direct you to log into your myCI. Use your myCI credentials to log into 25Live.	**myCI** **Dolphin Name** **Dolphin Password** **Sign In** **NEW TO CI?** **Activate your account** Help
Once you are logged in, you will be directed to the 25Live Pro homepage.	Go to Search Recently Viewed Help **Quick Search** Search Events Search Locations Search Resources Search Organizations **Your Starred Event Searches** 50 and Above events (Copy) Broom Library Requests Cancelled Events Spring 2020 Draft Events **Find Available Locations** **I know WHEN** my event should take place -- help me **find a location!** OR **I know WHERE** my event should take place -- help me **choose a time!** **Create an Event** **Your Upcoming Events** 4 Events in which you are the **Requestor** 483 Events in which you are the **Scheduler** **Your Starred Events** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon. **Your Starred Locations** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon. **Your Starred Resources** A.V. Services Requested C&E - Tables - Rectangular 6' C&E Services Requested

III. Quick Schedules
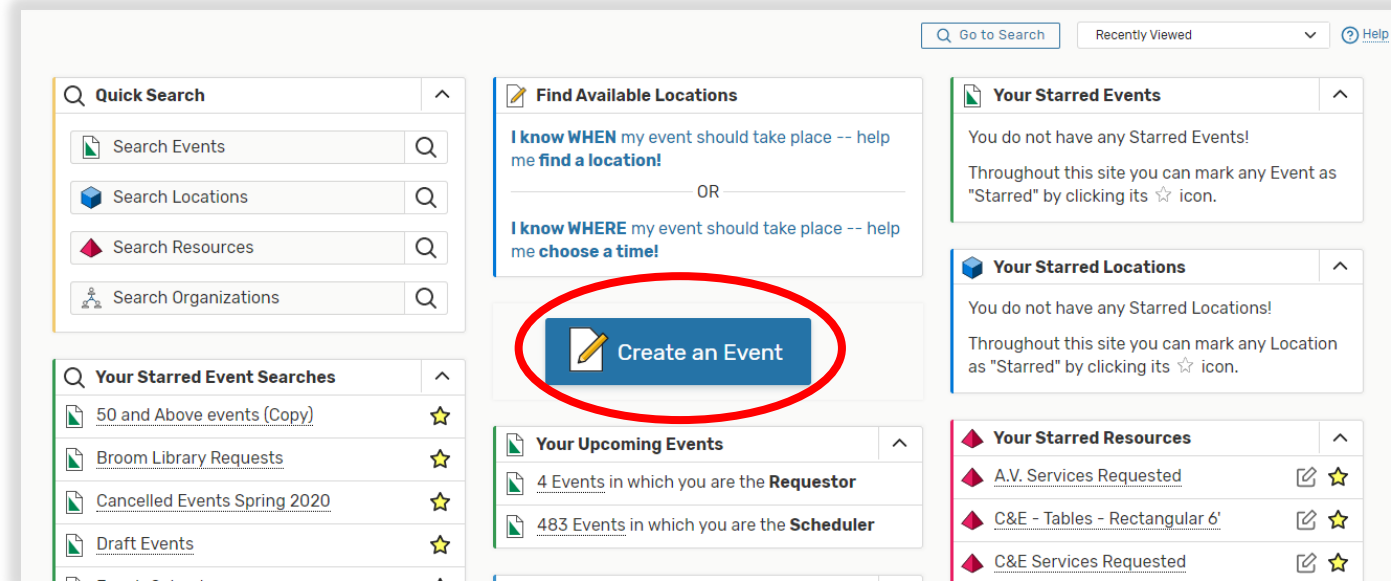
a. Definition of a Quick Schedule

A Quick Schedule request was designed to accelerate an event request process; when you are in need of **a *space only***. Before you begin, please note that this process should only be used if your event requests meets the following criteria:

i. Requires use of **a space only**

ii. Attendees will be Internal attendees only

iii. No Resources or Services are needed

iv. Automatic unlocking/locking of the room, exterior building doors and restrooms is not needed
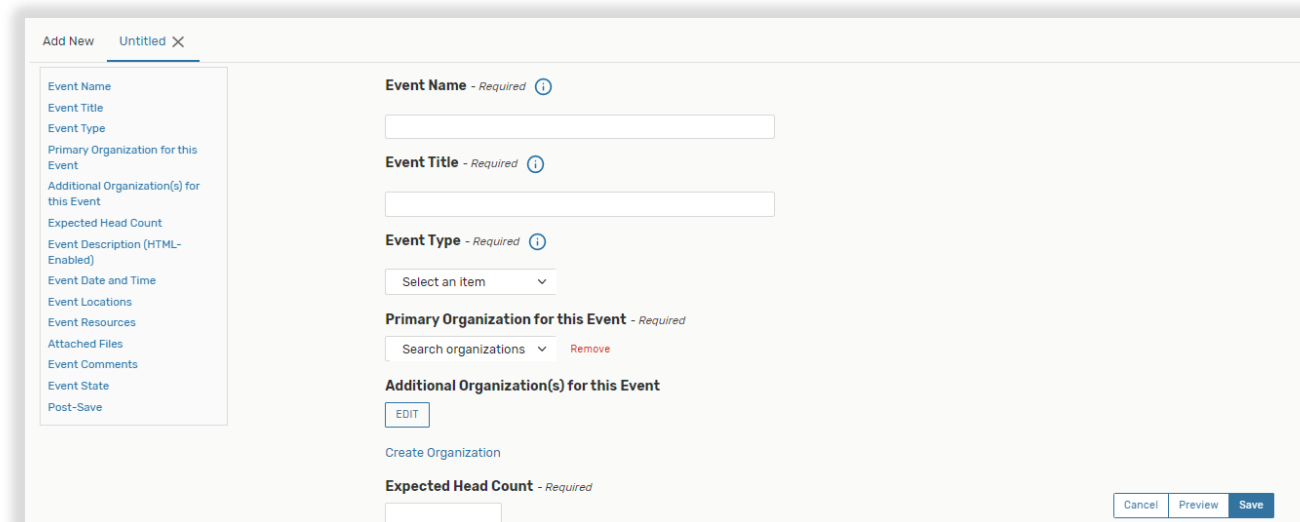
NOTE: All conference rooms are scheduled to be unlocked from 8:00 am to 5:00 pm year-round. Classrooms are only scheduled to be unlocked when classes are in session, Monday-Friday of the academic school year. Event Spaces are never scheduled to be unlocked, unless an event has requested automatic unlocking times (this is done through a Full Detail Event Request).

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b. Step-by-Step Process for Placing a Quick Schedule Request

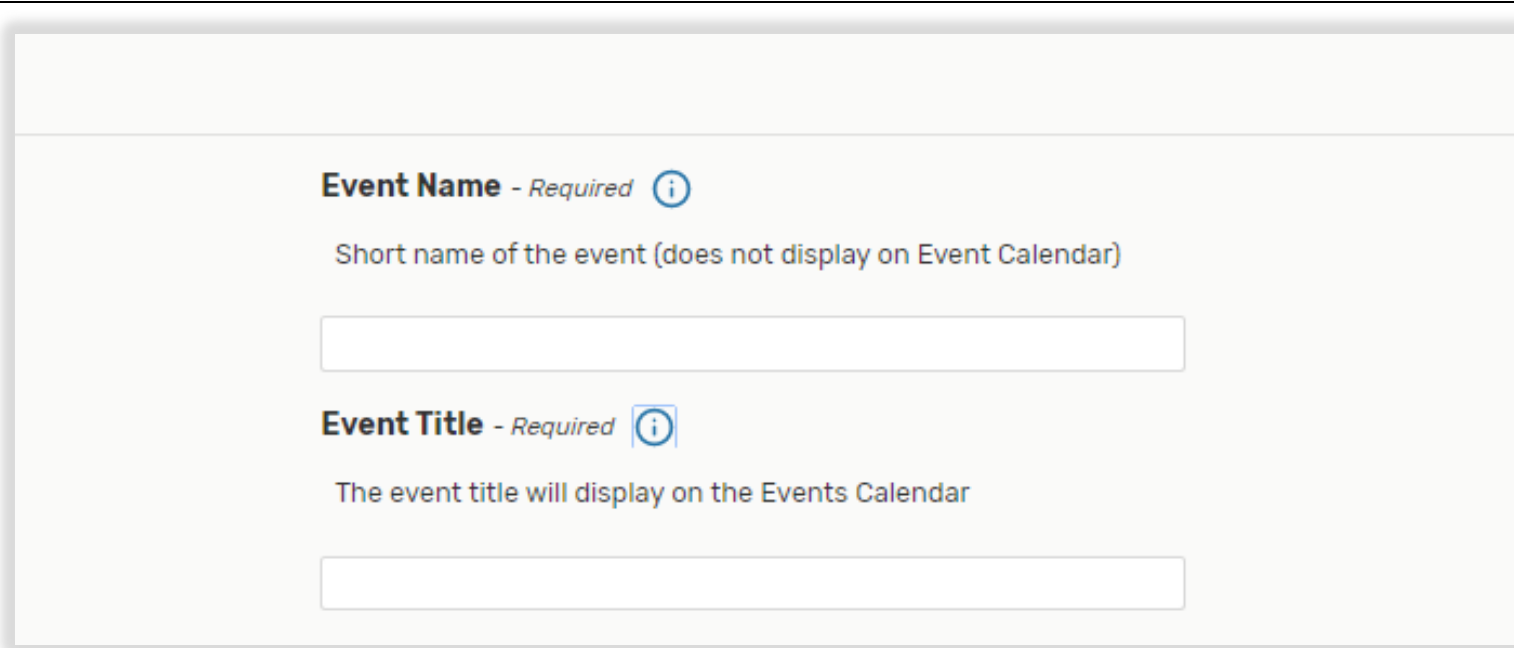|	
On the 25Live Pro homepage, click the "**Create an Event**" button.	
You will be directed to the "**Event Wizard (Default)**" where you will begin to fill out the request form.	

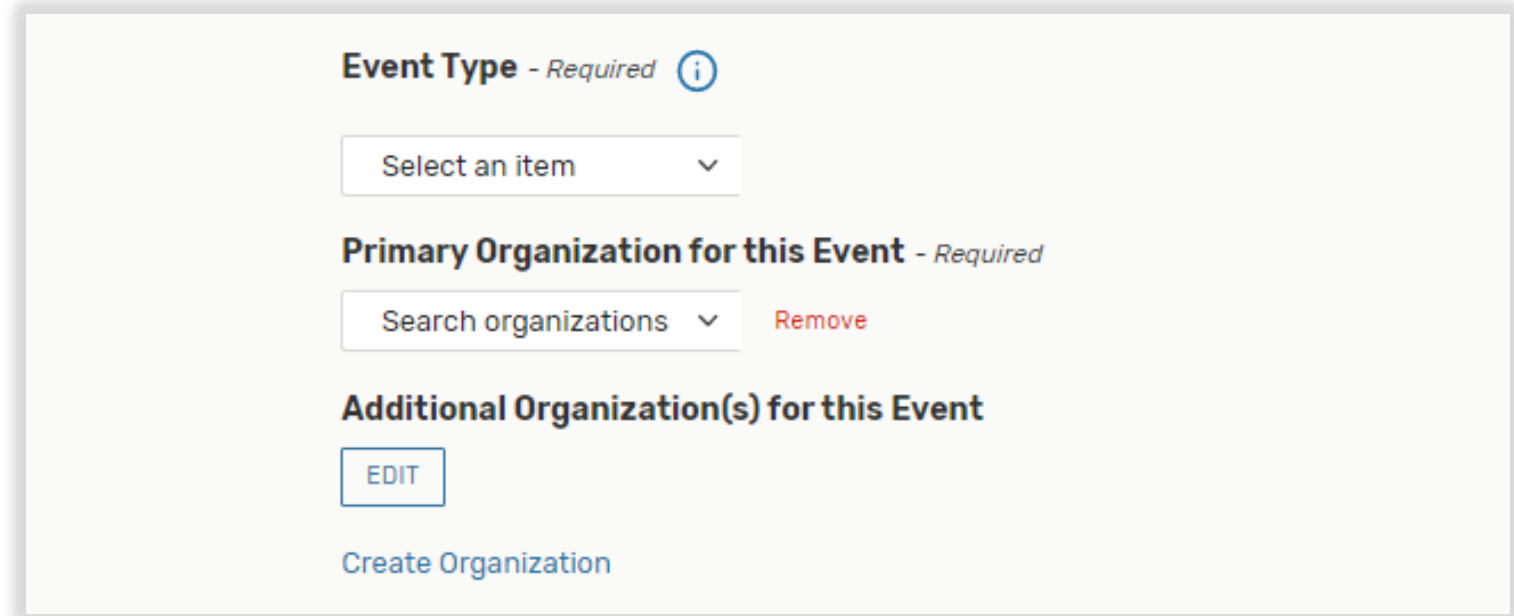|	
Start by filling out the "**Event Name**" and "**Event Title**". These are required fields, they must be filled out in order to save your request. The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar. The name is for us in the Events office to easily find your event on the 25Live software.	**Event Name** - *Required* ⓘ Short name of the event (does not display on Event Calendar) [ ] **Event Title** - *Required* ⓘ The event title will display on the Events Calendar [ ]
Choose "**I – Quick Schedule**" for Event Type and for Primary Organization for this Event.	**Event Type** - *Required* ⓘ Select an item ▾ **Primary Organization for this Event** - *Required* Search organizations ▾ Remove **Additional Organization(s) for this Event** EDIT Create Organization

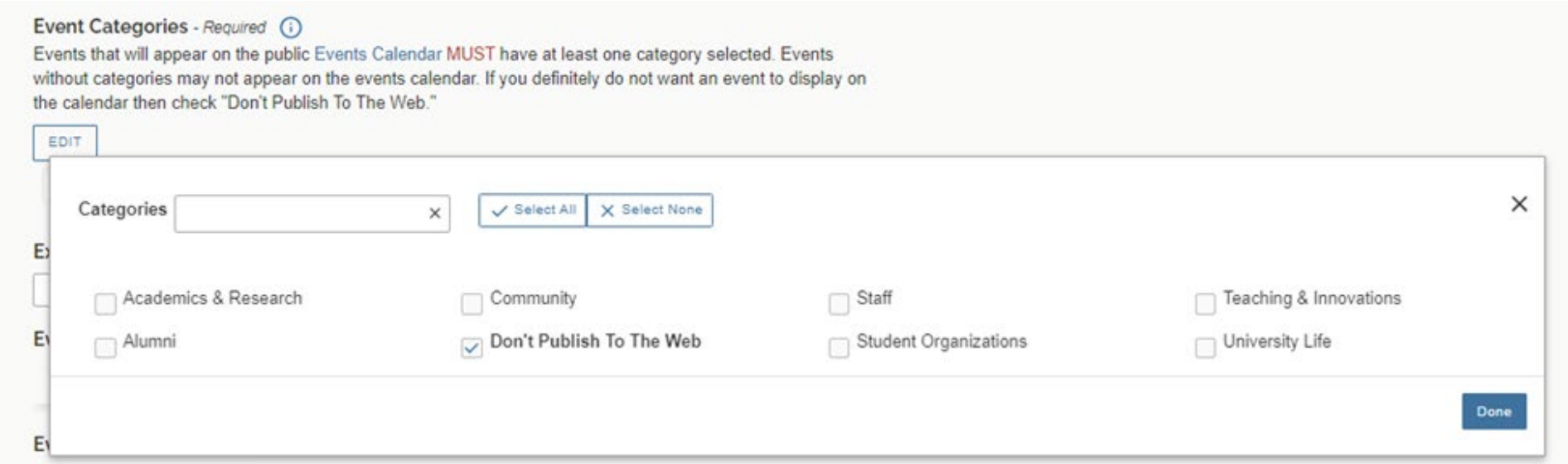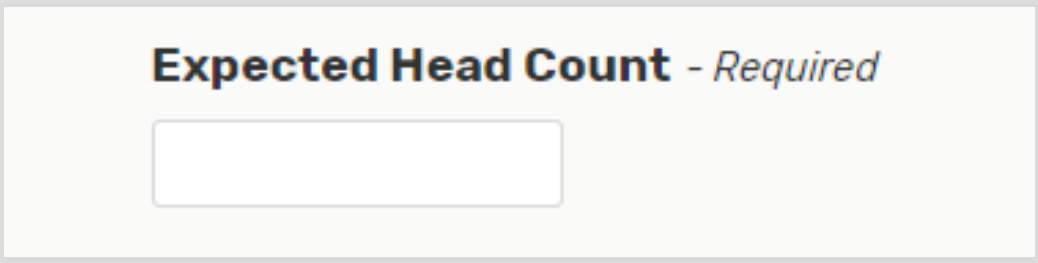|	
Once all fields are filled out, scroll down.	**Event Name** - *Required* ⓘ Short name of the event (does not display on Event Calendar) Quick Schedule - Test **Event Title** - *Required* ⓘ The event title will display on the Events Calendar Testing Quick Schedules **Event Type** - *Required* ⓘ 1 - Quick Schedule ⭐ ⌄ **Primary Organization for this Event** - *Required* 1 - QUICK SCHEDULE ⭐ ⌄ Remove **Additional Organization(s) for this Event** EDIT Create Organization
If event has multiple co-hosts, they will need to be added to the Additional Organization(s) for this Event field	**Additional Organization(s) for this Event** EDIT Organizations [| ✕] [ ] [★ Only Favorites ✓ Select All ✕ Select None] ✕ Done

Select **"Event Categories"** and choose whether to publish it on the CI Events Calendar.	**Event Categories** - *Required* ⓘ Events that will appear on the public Events Calendar MUST have at least one category selected. Events without categories may not appear on the events calendar. If you definitely do not want an event to display on the calendar then check "Don't Publish To The Web." EDIT Categories [ ] ✕ ✓ Select All ✕ Select None ✕ ☐ Academics & Research ☐ Community ☐ Staff ☐ Teaching & Innovations ☐ Alumni ☑ Don't Publish To The Web ☐ Student Organizations ☐ University Life Done
Input the "**Expected Head Count**" for the event.	**Expected Head Count** - *Required* [ ]

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To place an "**Event Description**" type in the Event Description Box.

For events that are added to the events calendar, an Event Description is REQUIRED. The Event Description will inform students, staff, faculty, and the CSUCI community what your event is about. Ensure the information provided is accurate and relevant.

You can also add any hashtags or social media information about your event or any information you feel you would like your audience and guests to know.

This can be viewed by anyone looking at this request in 25Live.

Event Description (HTML-Enabled)

File   Insert   Table   View   Format   Tools

B   I   U   A ∨   ✎ ∨   ☰   ☰   System Font   ∨   12pt   ∨   🔗

The purpose of this event is to offer our users precise and helpful information. I will make sure that the information provided is accurate and relevant.

To schedule an event, start by selecting a suitable **"Date"**. All event requests must be submitted and finalized through 25Live **at least 15 business days before the event start date**. If your event falls outside these parameters, it will not be saved.

Note
Always keep the box checked where your request "**Start**" and "**End**" date should be on the same day, unless your event spans to midnight.

If your event repeats multiple days, you will select the pattern in the following step.

Event Date and Time - *Required*

Wed Oct 14 2020

11:00 am

To:

3:00 pm

☑ This event begins and ends on the same day

Duration:
4 Hours

Enter your "**Start**" time in the first box and "**End**" time in the second box by clicking in the time boxes and selecting from the drop-down menu.

Pay special attention to AM/PM.

Note
The Event Start and End times should be your actual event time.

Event Date and Time - *Required*

Wed Oct 14 2020

11:00 am

9:30 am
10:00 am
10:30 am
11:00 am
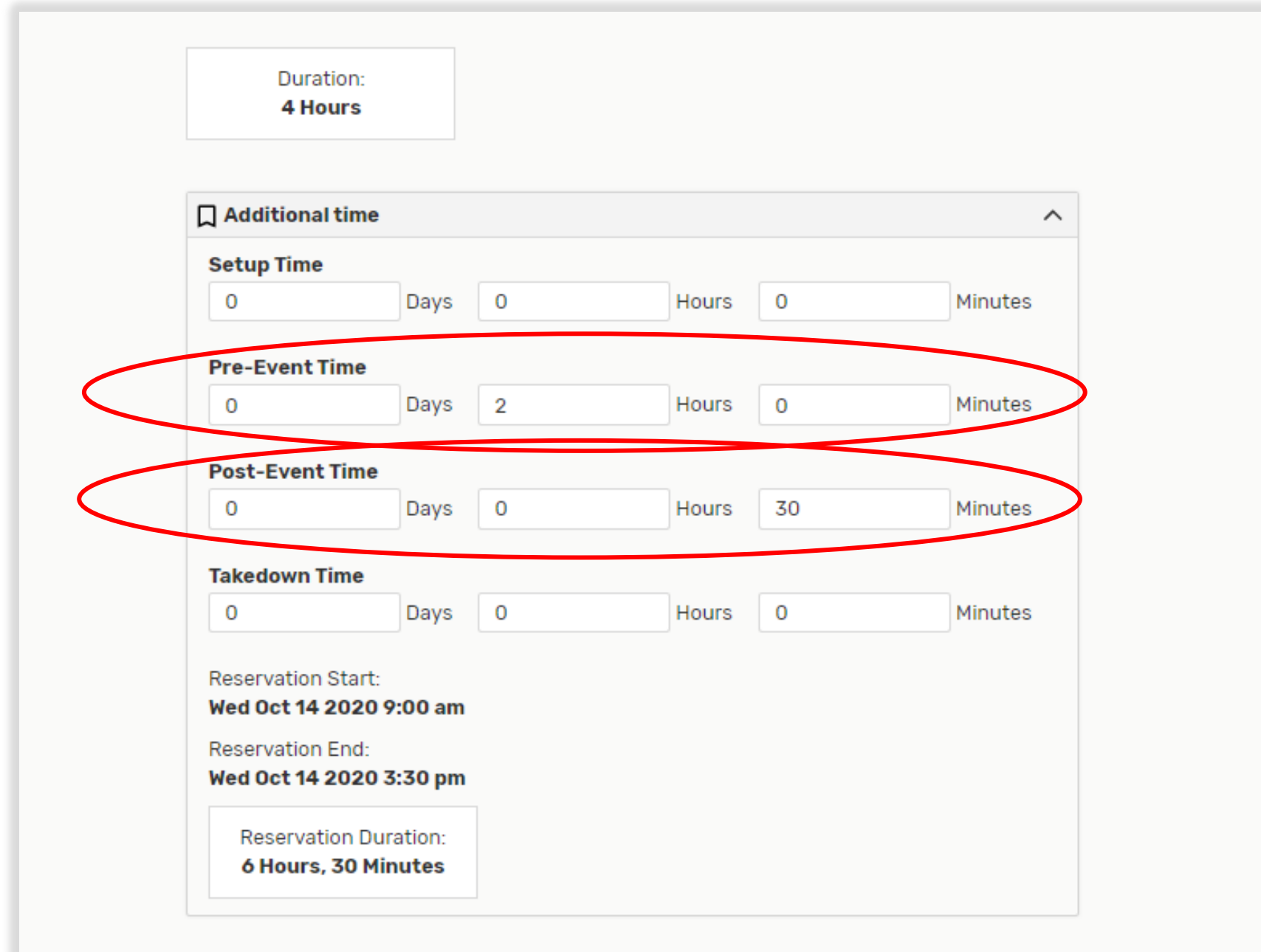11:30 am
12:00 pm
12:30 pm

s on the same day

If the event requires setup and breakdown time, click the drop-down arrow next to "**Additional time**"

    a. Setup Time: This is used for ....
    b. Pre-Event Time: This is used for ....
    c. Post-Event Time: This is used for ....
    d. Takedown Time: This is used for ....

Notes
Large events often require a full day for set-up and break-down.
If you plan on showing any slides, videos, or other visuals, please send them to our AV specialist, who will determine the best option for your event. If you plan on using Audio Visual (AV) equipment, it is important to schedule a mic check at least an hour prior to the event.

Duration:
4 Hours

Additional time

Setup Time
0 Days | 0 Hours | 0 Minutes

Pre-Event Time
0 Days | 2 Hours | 0 Minutes

Post-Event Time
0 Days | 0 Hours | 30 Minutes

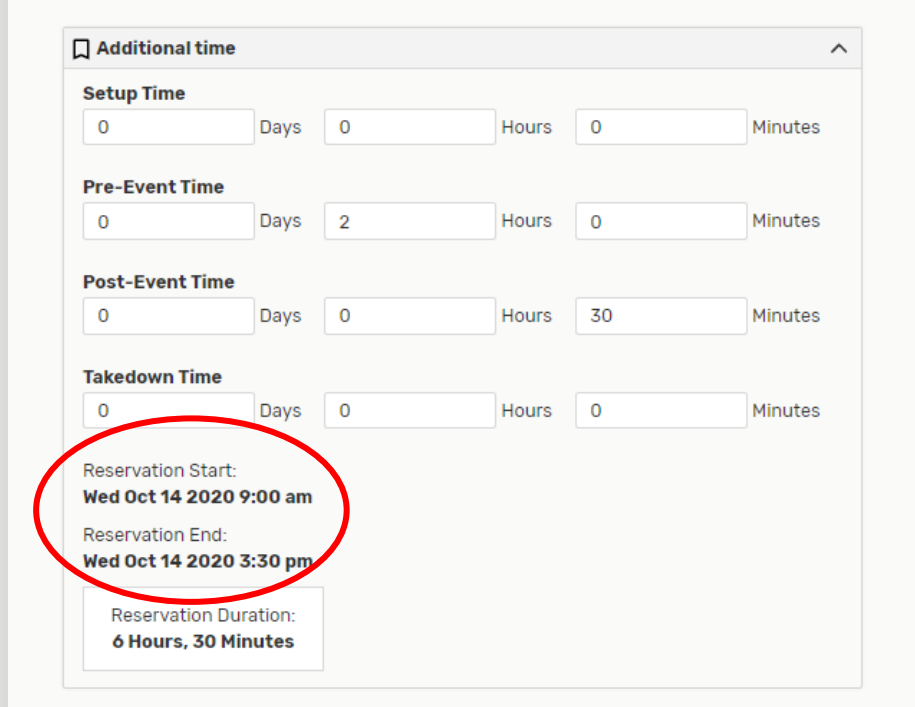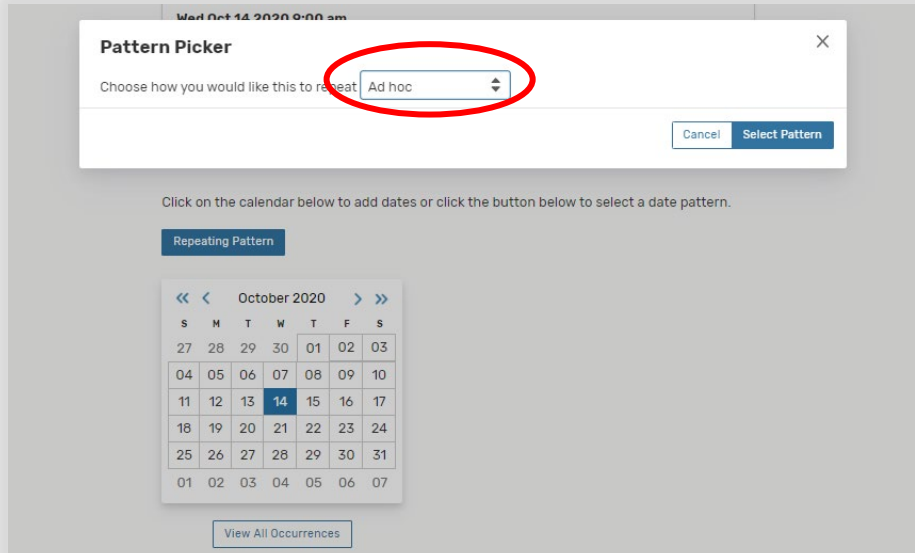**Takedown Time**
0 Days | 0 Hours | 0 Minutes

Reservation Start:
Wed Oct 14 2020 9:00 am

Reservation End:
Wed Oct 14 2020 3:30 pm

Reservation Duration:
6 Hours, 30 Minutes

As you add time, you will see the Reservation Start and End times update, as well as your Event Reservation and Event Duration times.

Once all time is set, scroll down.

🔖 Additional time					
Setup Time					
0	Days	0	Hours	0	Minutes
Pre-Event Time					
0	Days	2	Hours	0	Minutes
Post-Event Time					
0	Days	0	Hours	30	Minutes
Takedown Time					
0	Days	0	Hours	0	Minutes

Reservation Start:
Wed Oct 14 2020 9:00 am

Reservation End:
Wed Oct 14 2020 3:30 pm

Reservation Duration:
6 Hours, 30 Minutes

Select **"Repeating Pattern"** if your event has multiple occurrences, where you will select your repeating dates.
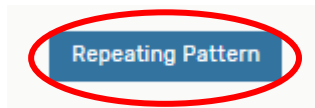
Repeating Pattern

Pattern Picker   ✕

Choose how you would like this to repeat [Ad hoc ⇕]

                                                      Cancel   **Select Pattern**

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

Repeating Pattern

«	‹		October 2020		›	»
S	M	T	W	T	F	S
27	28	29	30	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

View All Occurrences

Use the calendar to select Ad Hoc dates. Weekly and Monthly meetings will be based on the first original start date. Ad hoc meetings are those that do not follow a specific pattern.
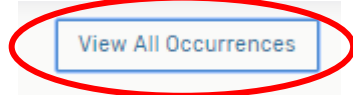
Pattern Picker   ✕

Choose how you would like this to repeat | Does Not Repeat ↕ |
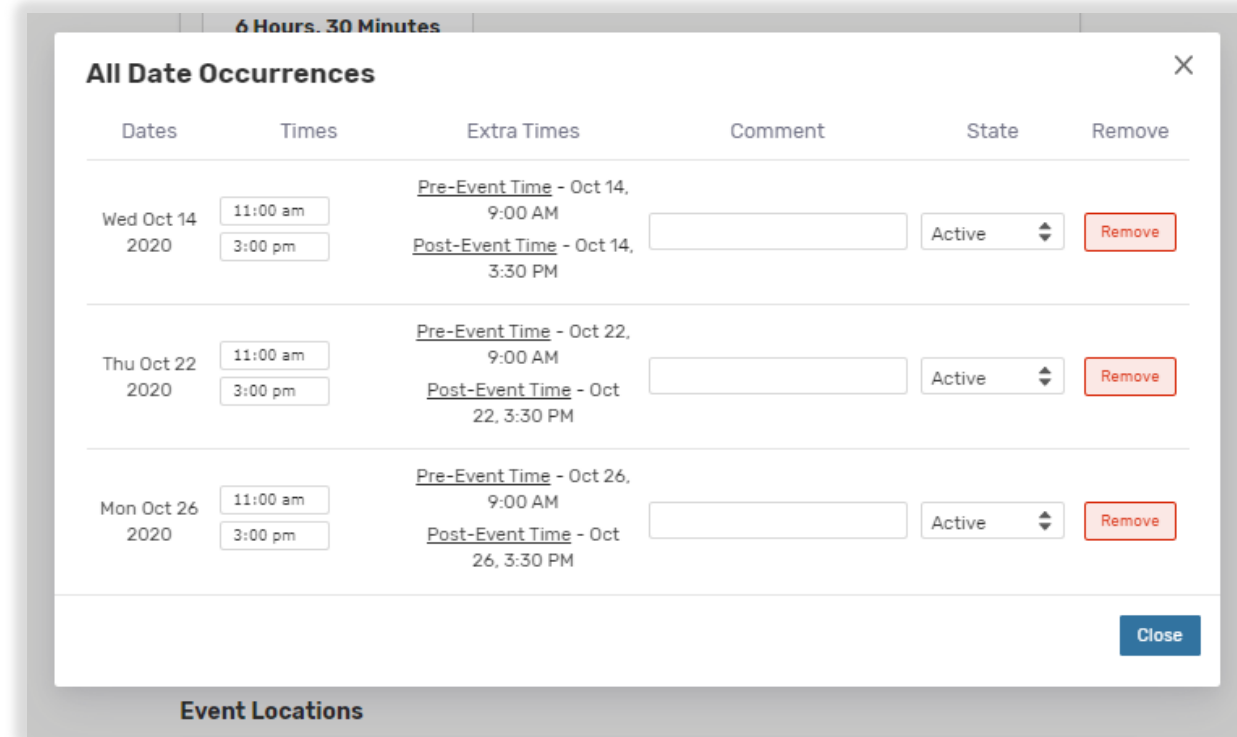
| Does Not Repeat |
| Ad hoc |
| Daily |
| Weekly |
| Monthly |

Cancel   **Select Pattern**

Once you enter your repeat dates, select **"View All Occurrences"** to view your list of dates.

View All Occurrences

Note

Date Occurrences cannot span across calendar years.

If you are planning to have your event take place in two calendar years, place one Quick Schedule Request for the first year and a separate request for the second year.

If there is one date on the occurrence you don't need, you can change it from **"Active"** to **"Cancelled"**.

Once all of your dates are chosen, scroll down.

There are two ways to search for a location.

a. The left menu field allows you to choose from a list of options.

b. The right menu field allows you to type a specific location option such as "salon," "courtyard," or "classroom".

Note

Selecting a certain location in this section does not mean you are guaranteed this space. You should prepare a first and second preference in case of a schedule conflict.

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If you want to do an **Advanced Search**, click the "More Options" drop down to find a space based on the space Features, Categories, Layouts or Capacities.

Event Locations

Locations Search

Auto-Load Starred: No ◯ Yes

☐ Hide Conflicts   ☐ Enforce Headcount

Saved Searches (optional) ▾   Search Locations   ✕
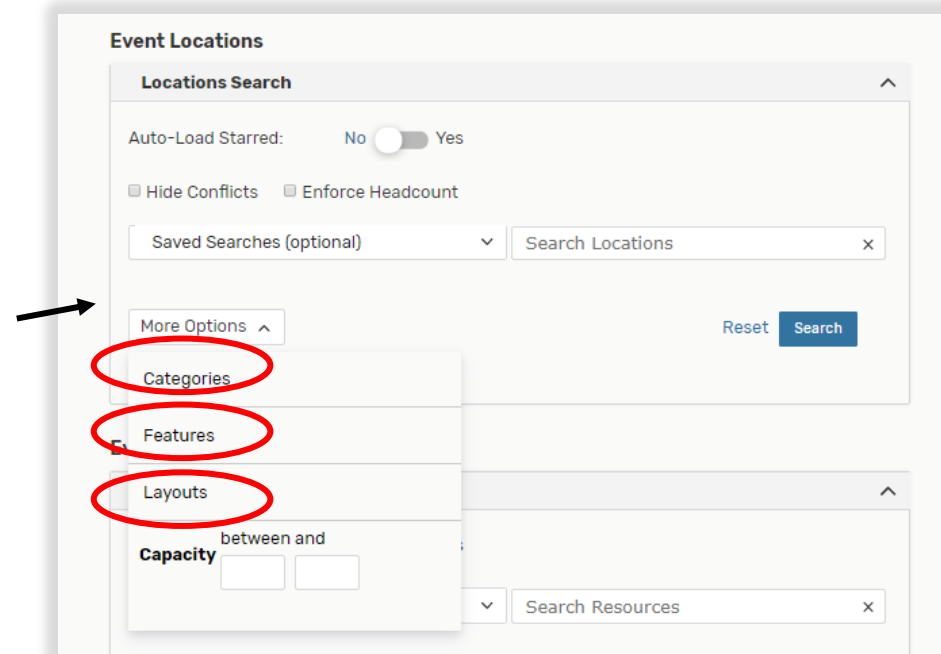
More Options ⌄   Reset   Search

Categories

Features

Layouts

between and

Capacity ☐ ☐

Search Resources ✕

The green **"Reserve"** buttons indicate available locations. You can simply click the button to reserve this space for your event. If any date/time conflicts arise, 25Live will indicate the space's unavailability. Click **"Conflict Details"** (highlighted in blue) to see why.

Event Locations

Locations Search

Auto-Load Starred: No ●─ Yes

☐ Hide Conflicts   ☐ Enforce Headcount

| Your Starred Locations ▾ | Your Starred Locations ✕ |

Reset   Search

| Add	Name —	Title —	Default Capacity	Availability	Conflict Details	Building
Reserve	1 - OTHER LOCATION	Other Location		1/1	None	-
Reserve	Campus Move		1	1/1	None	-
Reserve	DULLAM COURTYARD	Dullam Courtyard	150	1/1	None	-
Reserve	EL DORADO HALL PARK	El Dorado Hall Park	800	1/1	None	-
Reserve	FOUNDER'S COURTYARD	Founder's Courtyard	150	1/1	None	-
Reserve Available	GRAND SALON	Grand Salon	600	0/1	Conflict Details	-

Return to Top

Click on the space you want to reserve.

Once it is selected, it will show up under the location search.

Note
You can select as many locations as you would like to reserve at the same date/time.

If you selected a space and would like to remove it, click "Remove".
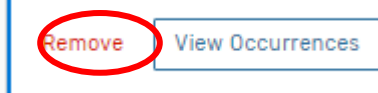
PLEASE NOTE: For any "Quick Schedule Meeting Request" Event, you're all set once you've selected your location! Hit the save button on the bottom right of your screen, and you'll receive a confirmation email.

Locations Search

Auto-Load Starred: No ◯ Yes

☑ Hide Conflicts   ☐ Enforce Headcount

Saved Searches (optional) ▾ | Search Locations ✕ |

More Options ▾   Reset   Search

🔷 BTE2810   Bell Tower East 2810 - Conference Room   **Capacity:** 12   ☆
Included dates:
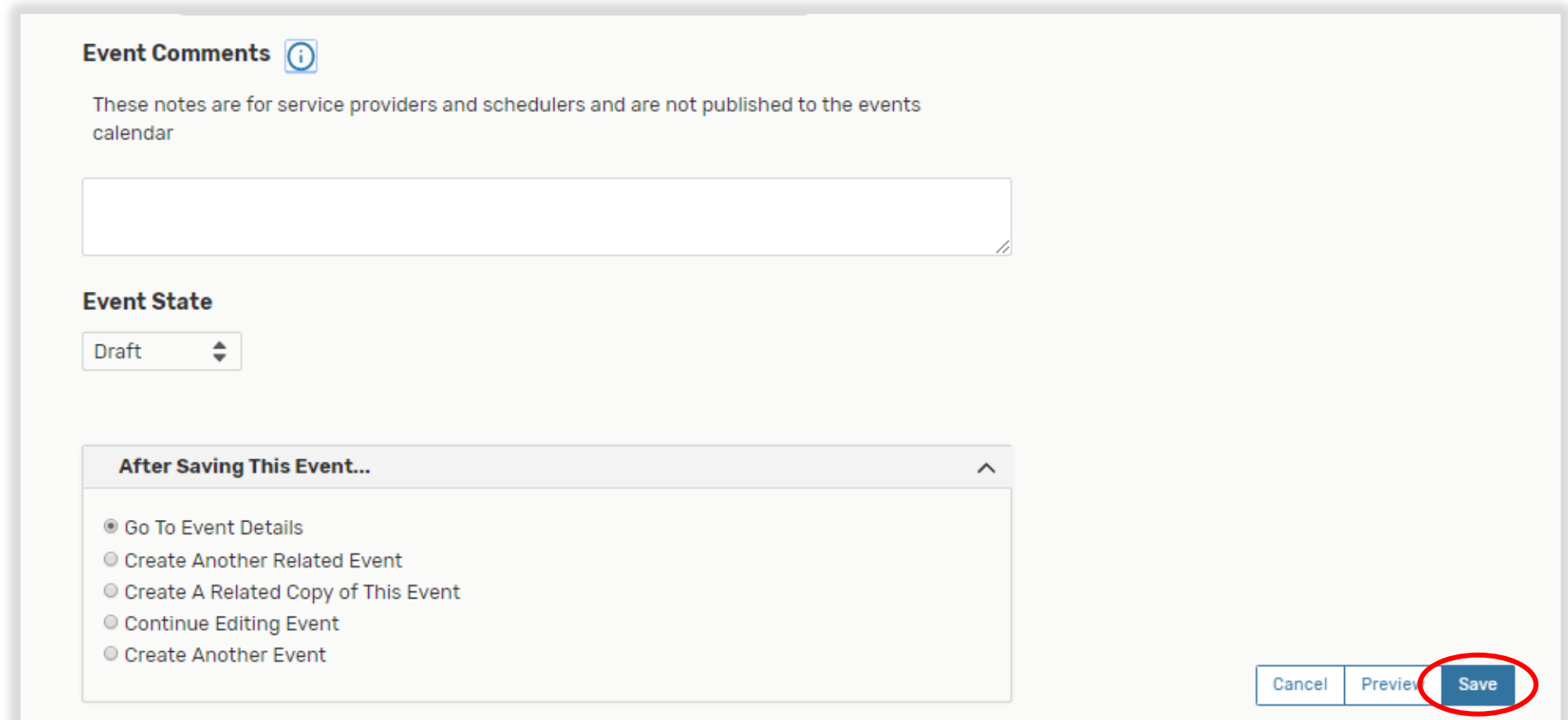Wed Oct 14 2020, Mon Oct 26 2020

Remove   View Occurrences

Type an "**Event Comments**" if applicable to your event and hit the "**Save**" button.

Note
Once the event has been saved in the **Draft State**, it is sent to the UE Office for processing.

The space is not reserved until you receive an email from
25Live stating the event has been moved out of the **Draft State** and into a **Tentative** or **Confirmed State**.

Event Comments ⓘ

These notes are for service providers and schedulers and are not published to the events calendar

Event State

Draft ⇕

After Saving This Event...   ⌃

⦿ Go To Event Details
◯ Create Another Related Event
◯ Create A Related Copy of This Event
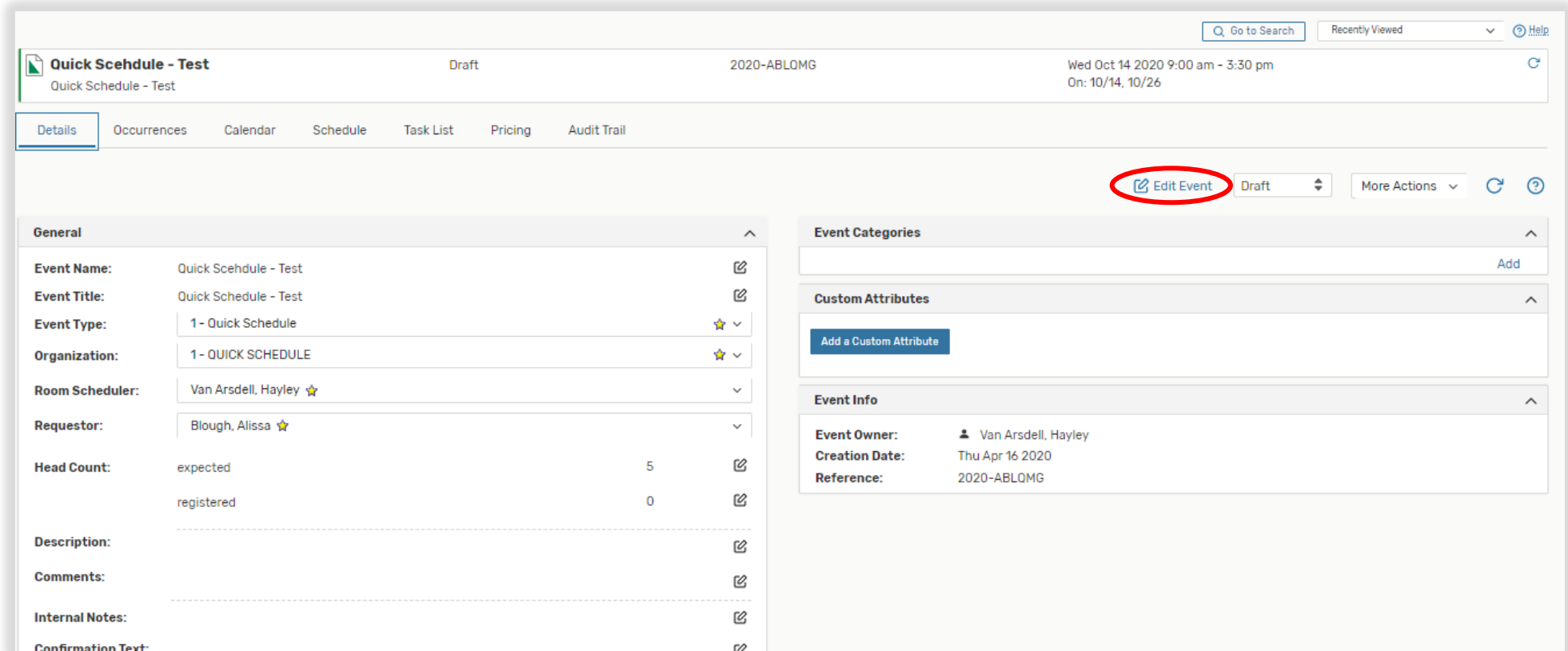◯ Continue Editing Event
◯ Create Another Event

Cancel | Preview | Save

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CHANNEL ISLANDS

California State University

Once your request has been saved, you will be directed to this page.

Here you can make "**Edits**" to your request or view "**Details**" to look at your request.

*** Note***

You can only make **Edits** to requests that are in a **Draft State**. Any Edits that need to be made to a **Tentative** or **Confirmed** event can be requested by sending an email to events@csuci.edu.

Quick Scehdule - Test	Draft	2020-ABLQMG	Wed Oct 14 2020 9:00 am - 3:30 pm On: 10/14, 10/26
Quick Schedule - Test			

Details   Occurrences   Calendar   Schedule   Task List   Pricing   Audit Trail

Edit Event   Draft   More Actions

General

Event Name:	Quick Scehdule - Test	
Event Title:	Quick Schedule - Test	
Event Type:	1 - Quick Schedule	
Organization:	1 - QUICK SCHEDULE	
Room Scheduler:	Van Arsdell, Hayley	
Requestor:	Blough, Alissa	
Head Count:	expected	5
	registered	0
Description:		
Comments:		
Internal Notes:		
Confirmation Text:		

Event Categories

Add

Custom Attributes

Add a Custom Attribute

Event Info

Event Owner:	Van Arsdell, Hayley
Creation Date:	Thu Apr 16 2020
Reference:	2020-ABLQMG

IV.   Full Detail Event Request

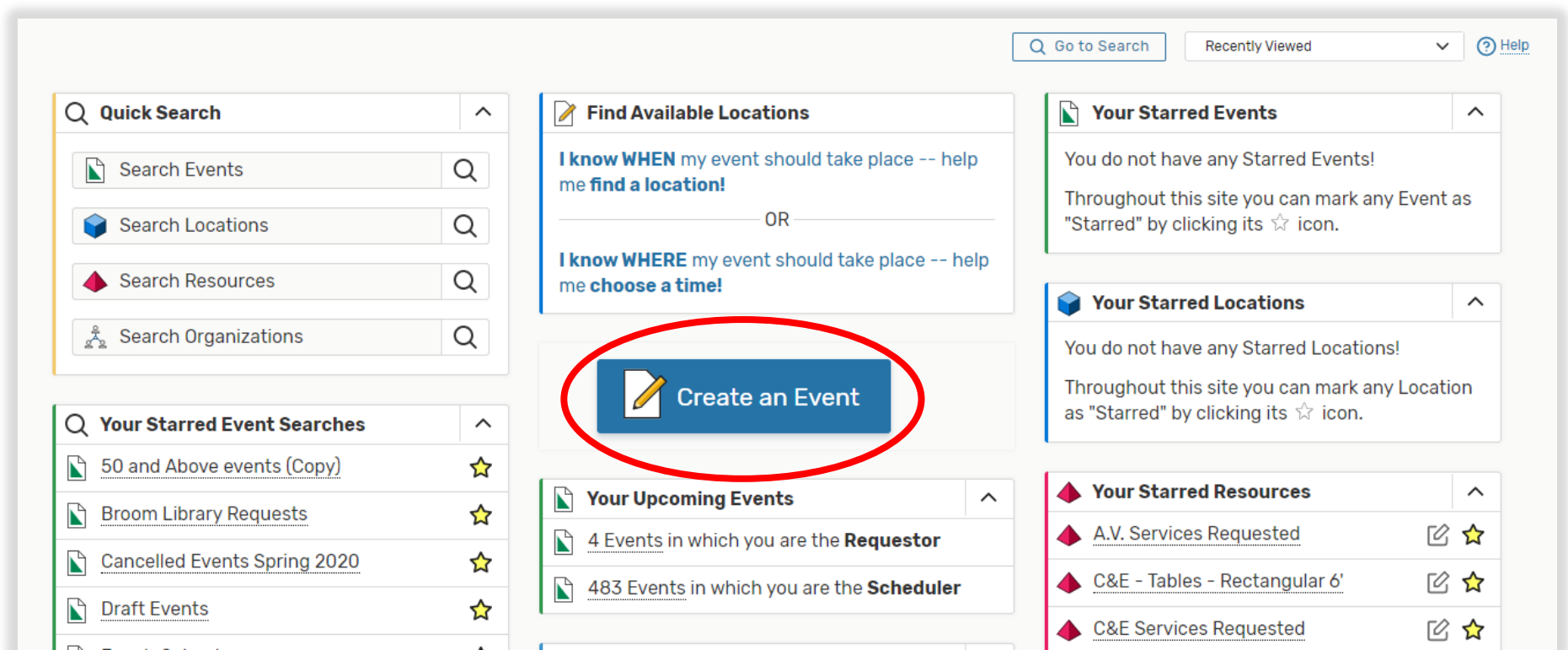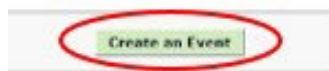### a. Definition of a Full Detail Event Request

A Full Detail Event is any request that would include any of the following:

i. <u>University Events</u>

   a. Request of an Event Specialist

   b. Request for Participation of President

   c. A.V. Resources Needed [i.e. Microphone(s), Mic. Stand(s), Mixer, Speakers, Projector & Projection Screen, etc.]

   d. Police & Parking Services [Request of V.I.P. Parking Stalls, Parking Lot Rental, Parking Permits, etc.]

   e. Request of any furniture [i.e. Podium, Stage, Tables, Chairs, Signage, etc.]

   f. Fire Marshal Approval

   g. Risk Management

   h. Alcohol Served at Event

ii. <u>Facilities Services</u>

   a. Request of lock programming needed to use of space

   b. Electrical resources needed

   c. Custodial Services for Trash and Recycle cans and clean up before and after event. Please note that O.T. charges will apply if an event occurs on the weekend or after hours.

iii. <u>John Spoor Broome Library</u> - Library Services needed [i.e. Approval for use of space, after hours use to schedule O.T. staff coverage, etc.]

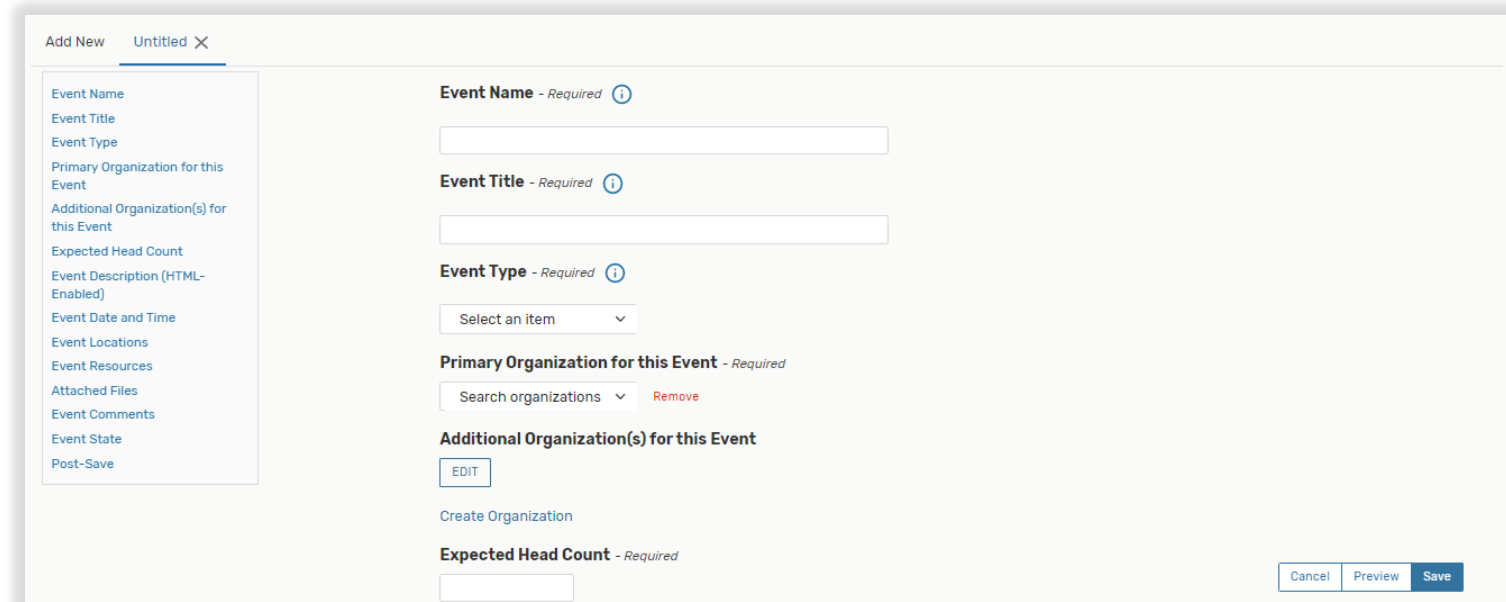iv. <u>I.T.</u> - I.T. or Wireless services Needed

NOTE: An accounting string must be provided for a Full Detail Event Request to be processed and confirmed.
   A Full Detail Event Request should be placed by an community campus member [Faculty, Staff and trained Student Assistants]

b. Step-by-Step Process for Placing a Full Event Request

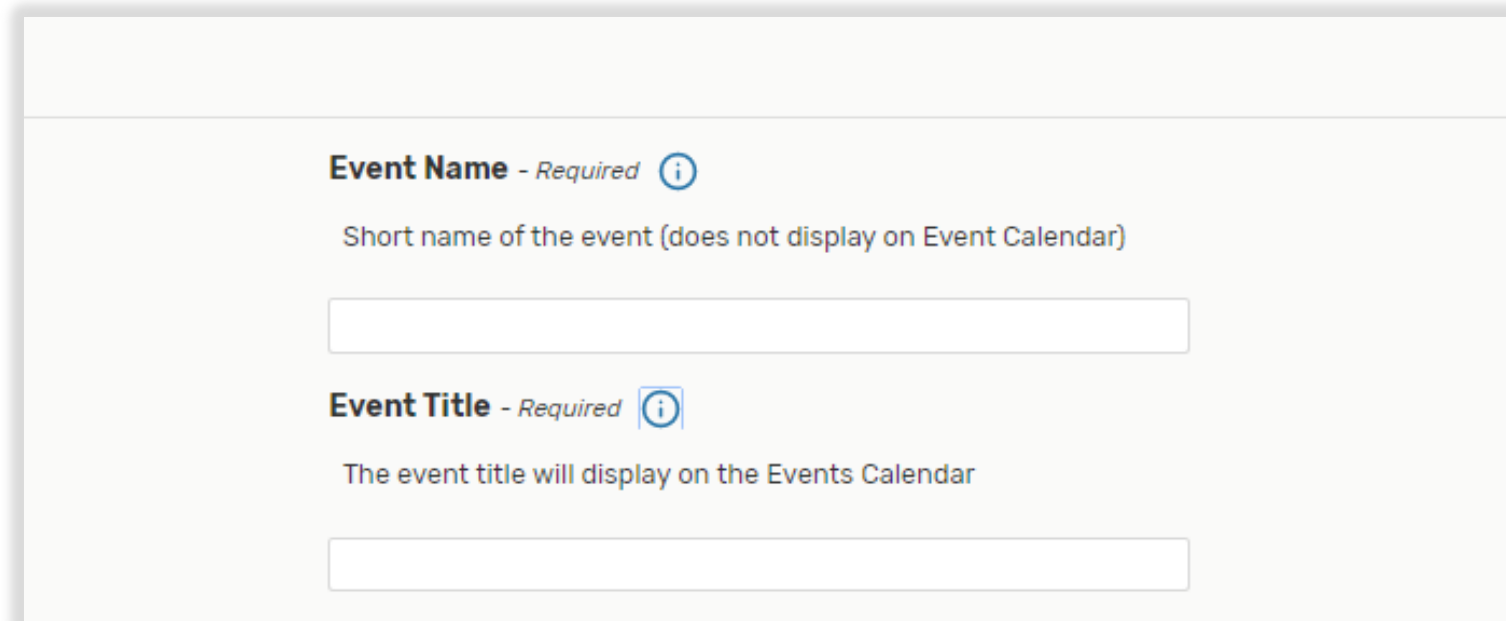On the 25Live Pro homepage, click the "**Create an Event**" button.

You will be directed to the "**Event Wizard Default**" where you will begin to fill out the request form.
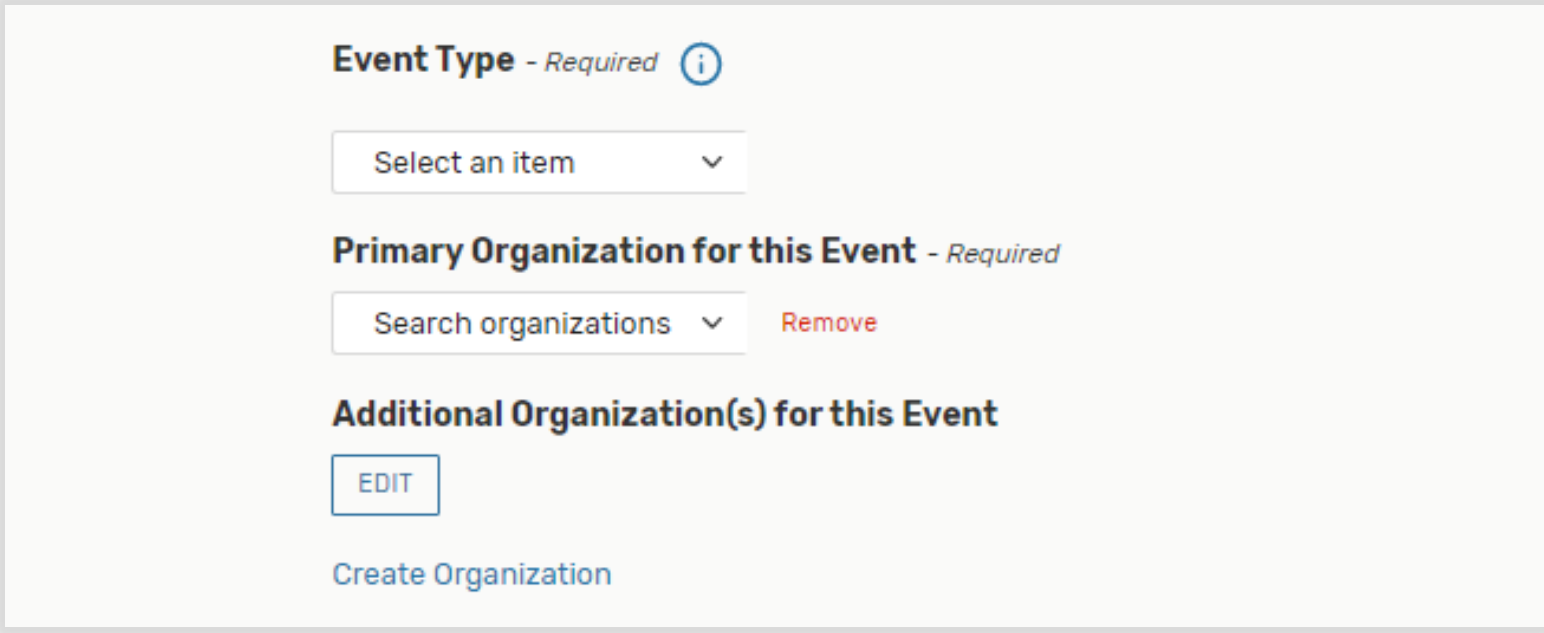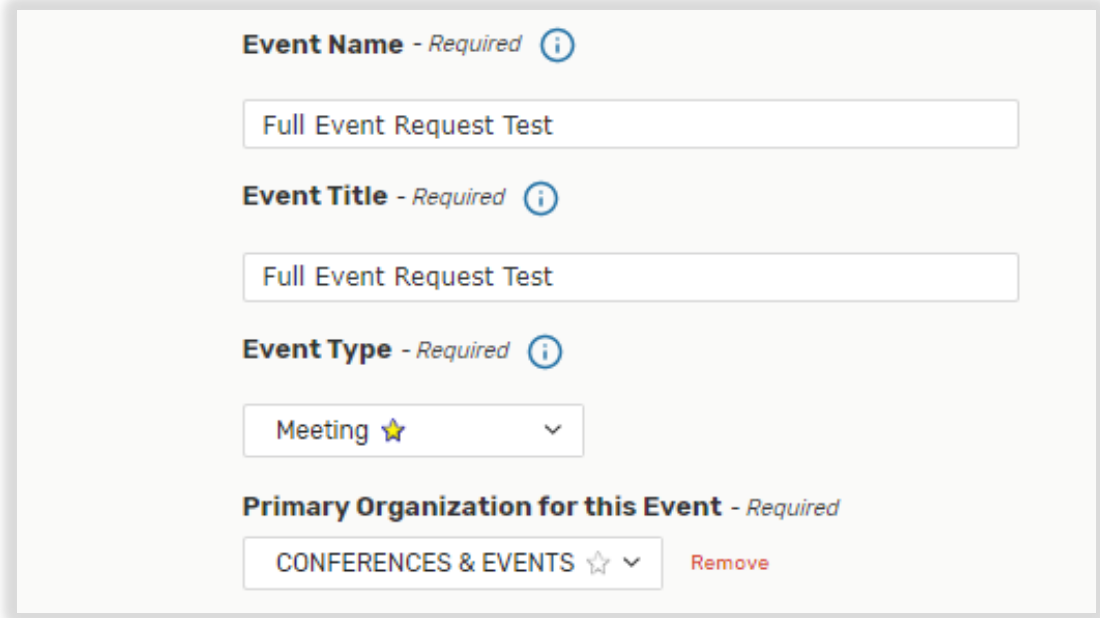

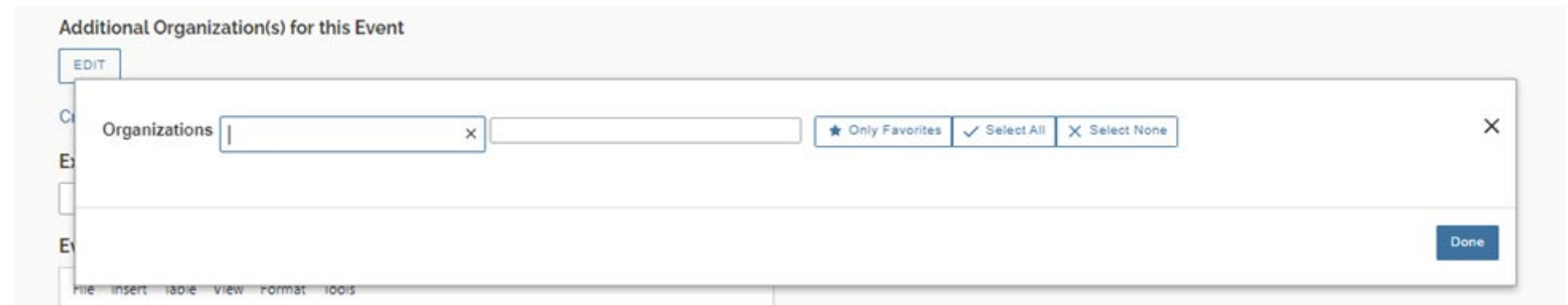Start by filling out the "**Event Name**" and "**Event Title**".

These are required fields, they must be filled out in order to save your request.

The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar. The name is for us in the Events office to easily find your event on the 25live software.

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Choose any "**Event Type**" you feel is **closest** related to the type of event you are hosting and the appropriate "**Primary Organization for this Event**". *****Note***** You should not be selecting "**I – Quick Schedule**" or "**Events Listing**". If your event does not need any resources, see the Quick Schedule Pages.	**Event Type** - *Required* (i) [Select an item ⌄] **Primary Organization for this Event** - *Required* [Search organizations ⌄] Remove **Additional Organization(s) for this Event** [EDIT] Create Organization
Once all fields are filled out, scroll down.	**Event Name** - *Required* (i) [Full Event Request Test] **Event Title** - *Required* (i) [Full Event Request Test] **Event Type** - *Required* (i) [Meeting ⭐ ⌄] **Primary Organization for this Event** - *Required* [CONFERENCES & EVENTS ☆ ⌄] Remove

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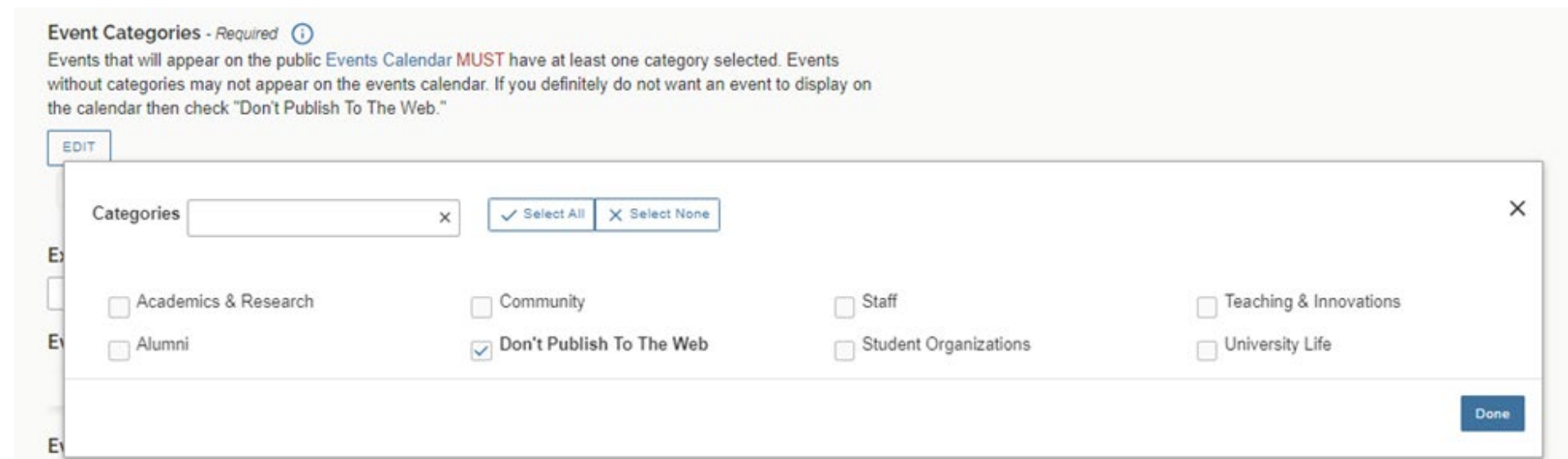|	
If event has multiple co-hosts, they will need to be added to the Additional Organization(s) for this Event field	Additional Organization(s) for this Event EDIT Organizations [ ] × [ ] ★ Only Favorites ✓ Select All ✗ Select None × Done
Select **"Event Categories"** and choose whether to publish it on the CI Events Calendar.	Event Categories - *Required* ⓘ Events that will appear on the public Events Calendar MUST have at least one category selected. Events without categories may not appear on the events calendar. If you definitely do not want an event to display on the calendar then check "Don't Publish To The Web." EDIT Categories [ ] × ✓ Select All ✗ Select None × ☐ Academics & Research ☐ Community ☐ Staff ☐ Teaching & Innovations ☐ Alumni ☑ Don't Publish To The Web ☐ Student Organizations ☐ University Life Done

Input the "**Expected Head Count**" for the event.	**Expected Head Count** - *Required*

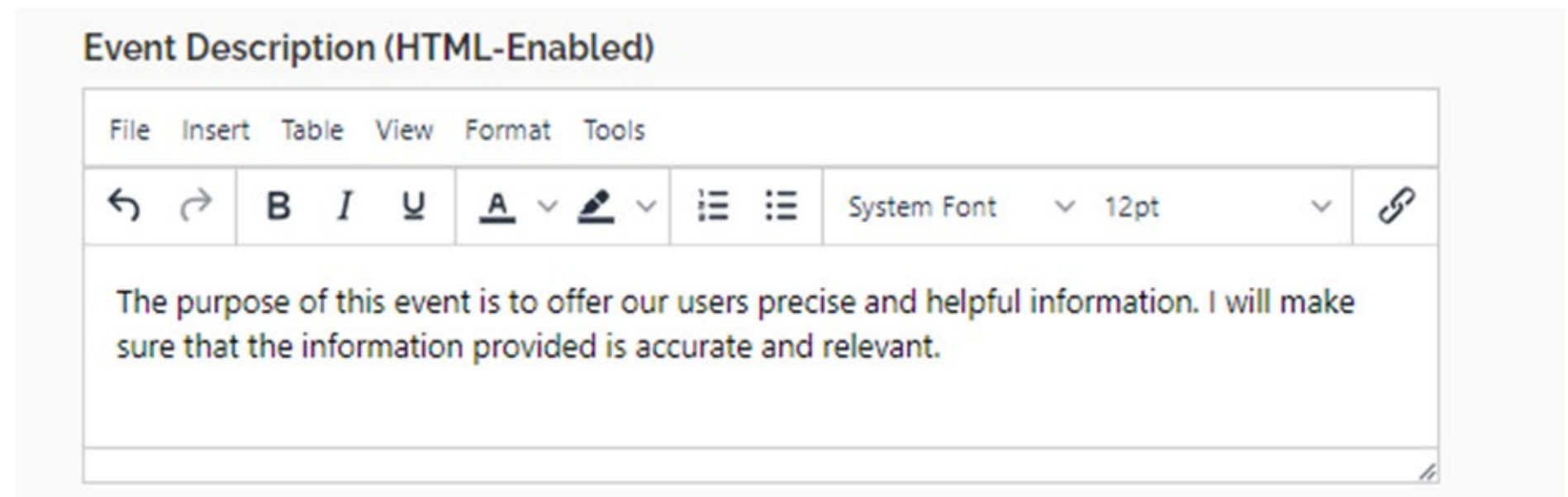To place an "**Event Description**" type in the Event Description Box.

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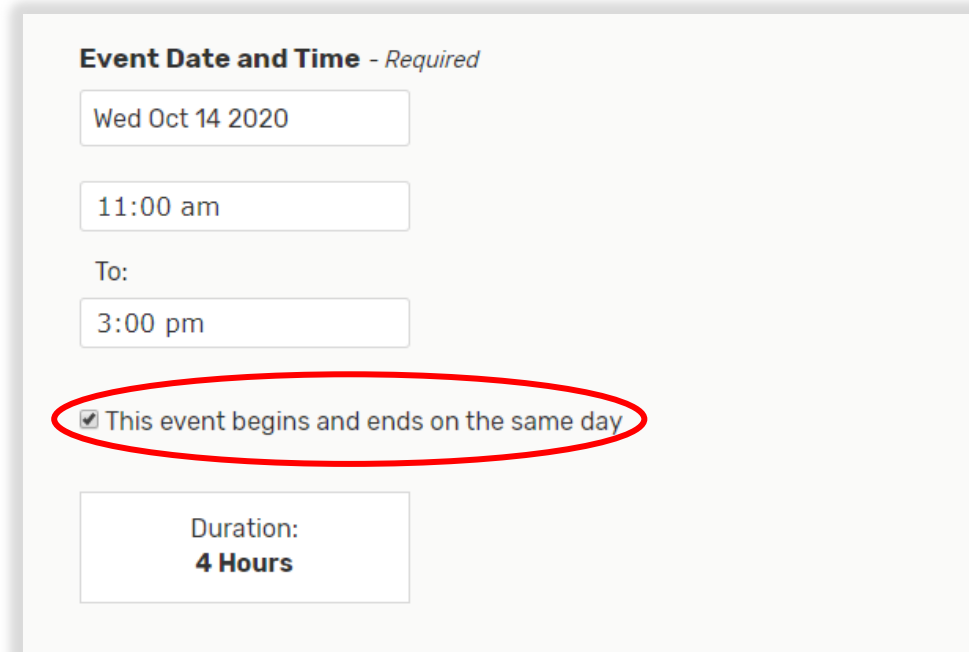*This can be viewed by anyone looking at this request in 25Live.*

Event Description (HTML-Enabled)

File   Insert   Table   View   Format   Tools

B I U A ⌄ ✏ ⌄ ☰ ☰   System Font ⌄ 12pt ⌄   🔗

The purpose of this event is to offer our users precise and helpful information. I will make sure that the information provided is accurate and relevant.

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Note
Always keep the box checked where your request **"Start"** and **"End"** date should be on the same day, unless your event spans to midnight.

If your event repeats multiple days, you will select the pattern in the following step.

Event Date and Time - *Required*

Wed Oct 14 2020

11:00 am
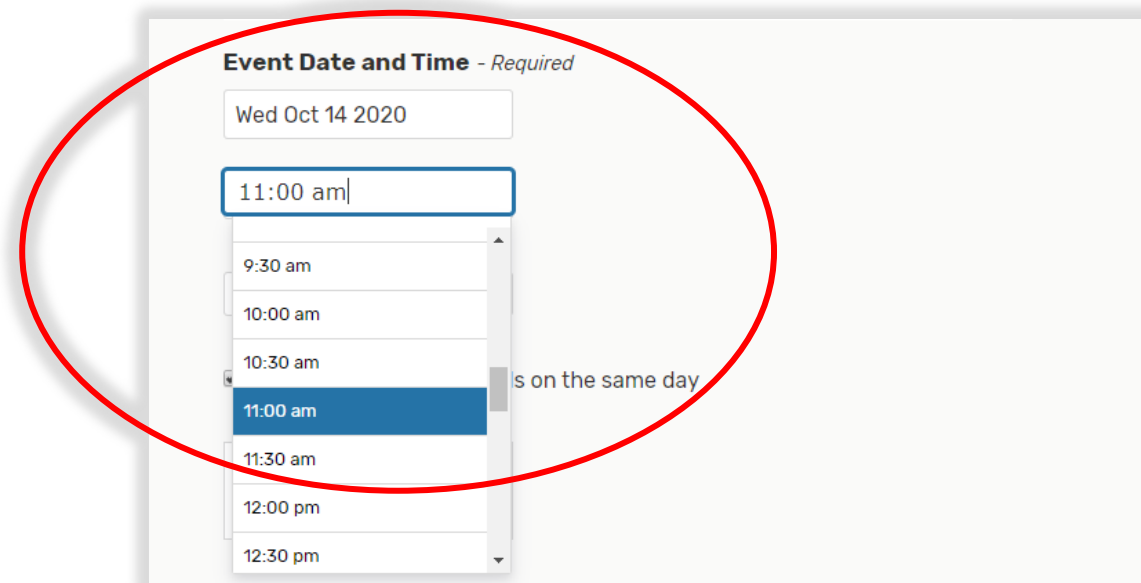
To:

3:00 pm

☑ This event begins and ends on the same day

Duration:
4 Hours

UNIVERSITY EVENTS
25Live Pro
General Space Request Manual

Enter your "**Start**" time in the first box and "**End**" time in the second box by clicking in the time boxes and selecting from the drop-down menu.

Pay special attention to AM/PM.

Note
The Event Start and End times should be your actual event time.

Event Date and Time - *Required*

Wed Oct 14 2020

11:00 am

9:30 am
10:00 am
10:30 am
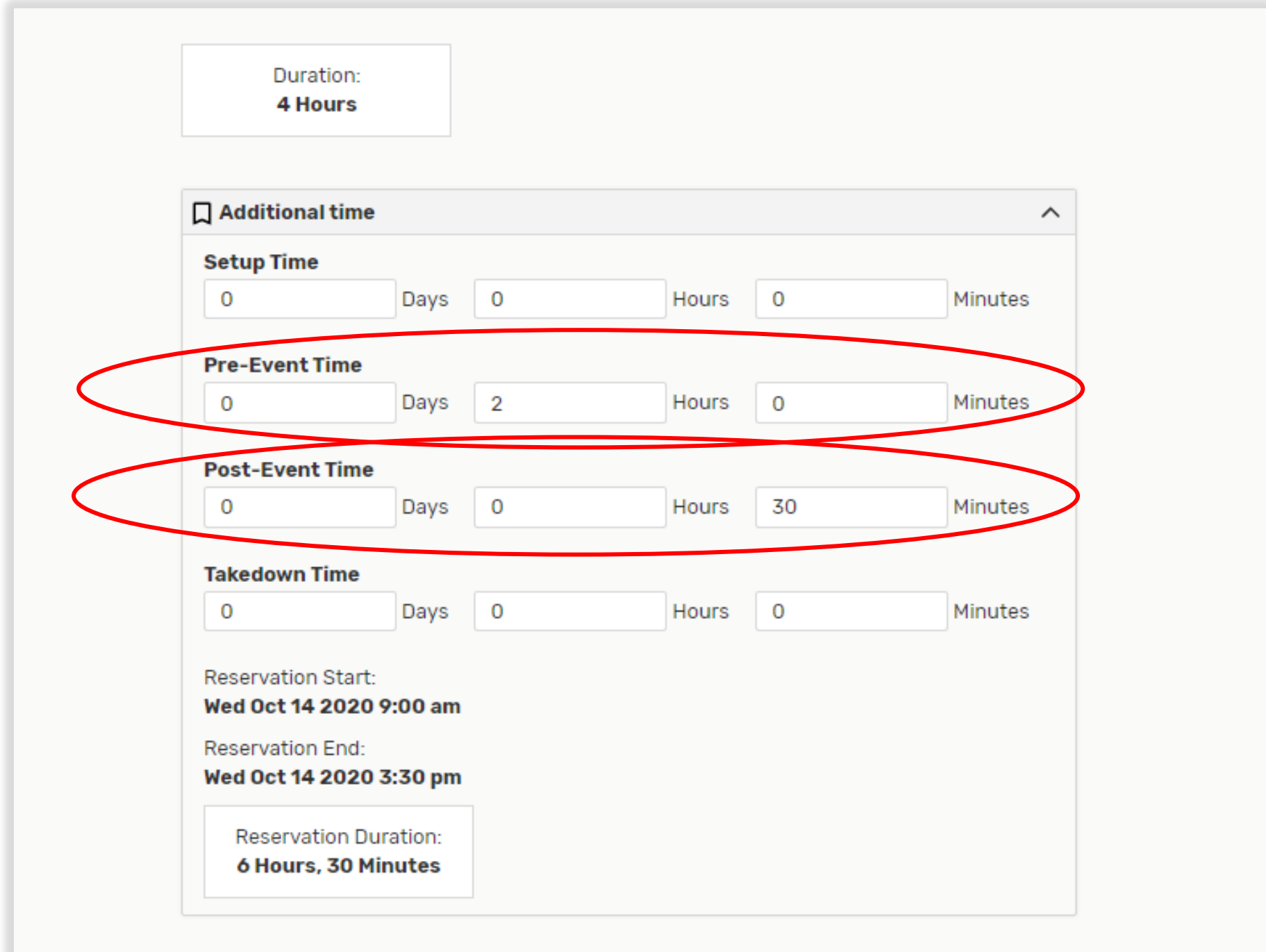11:00 am
11:30 am
12:00 pm
12:30 pm

s on the same day

If the event requires setup and breakdown time, click the drop-down arrow next to "**Additional time**"

a. Setup Time: This is used for ....
b. Pre-Event Time: This is used for ....
c. Post-Event Time: This is used for ....
d. Takedown Time: This is used for ....

Notes

Large events often require a full day for set-up and break-down.
If you plan on showing any slides, videos, or other visuals, please send them to our AV specialist, who will determine the best option for your event. If you plan on using Audio Visual (AV) equipment, it is important to schedule a mic check at least an hour prior to the event.

Duration:
4 Hours

☐ **Additional time** ⌃

Setup Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Pre-Event Time

| 0 | Days | 2 | Hours | 0 | Minutes |

Post-Event Time

| 0 | Days | 0 | Hours | 30 | Minutes |

Takedown Time
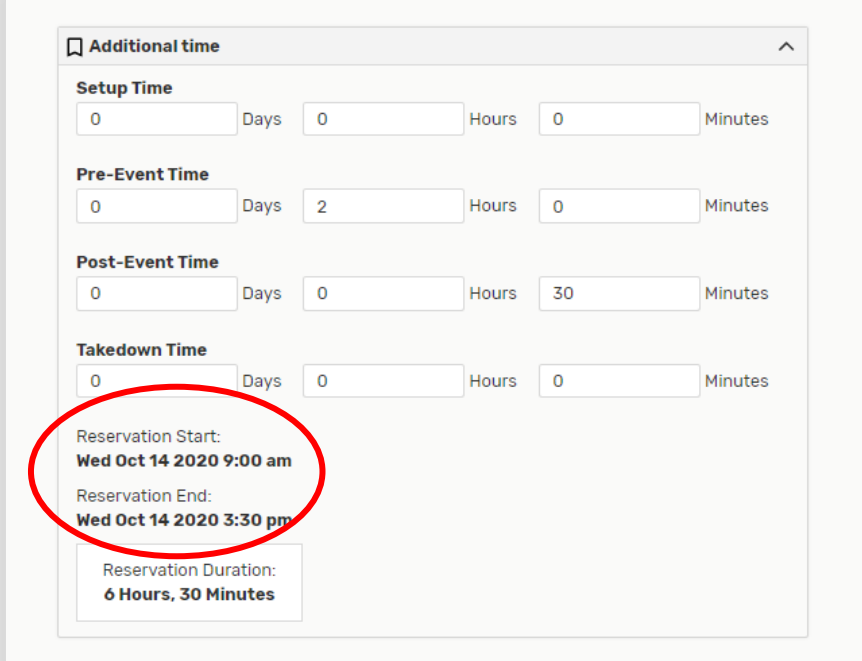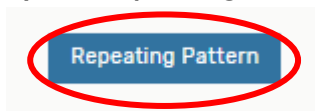
| 0 | Days | 0 | Hours | 0 | Minutes |

Reservation Start:
Wed Oct 14 2020 9:00 am

Reservation End:
Wed Oct 14 2020 3:30 pm

Reservation Duration:
6 Hours, 30 Minutes

As you add time, you will see the Reservation Start and End times update, as well as your Event Reservation and Event Duration times.

Once all time is set, scroll down.

Select **"Repeating Pattern"** if your event has multiple occurrences, where you will select your repeating dates.

Use the calendar to select Ad Hoc dates. Weekly and Monthly meetings will be based on the first original start date. Ad hoc meetings are those that do not follow a specific pattern.
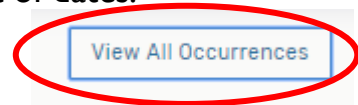
Pattern Picker

Choose how you would like this to repeat | Does Not Repeat

- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

Cancel | Select Pattern

Once you enter your repeat dates, select **"View All Occurrences"** to view your list of dates.

View All Occurrences

Note
Date Occurrences cannot span across calendar years.

If you are planning to have your event take place in two calendar years, place one Quick Schedule Request for the first year and a separate request for the second year.

6 Hours, 30 Minutes

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Remove
Wed Oct 14 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 14, 9:00 AM / Post-Event Time - Oct 14, 3:30 PM		Active	Remove
Thu Oct 22 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 22, 9:00 AM / Post-Event Time - Oct 22, 3:30 PM		Active	Remove
Mon Oct 26 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 26, 9:00 AM / Post-Event Time - Oct 26, 3:30 PM		Active	Remove

Close

Event Locations

If there is one date on the occurrence you don't need, you can change it from "**Active**" to "**Cancelled**".

Once all of your dates are chosen, scroll down.

There are two ways to search for a location.
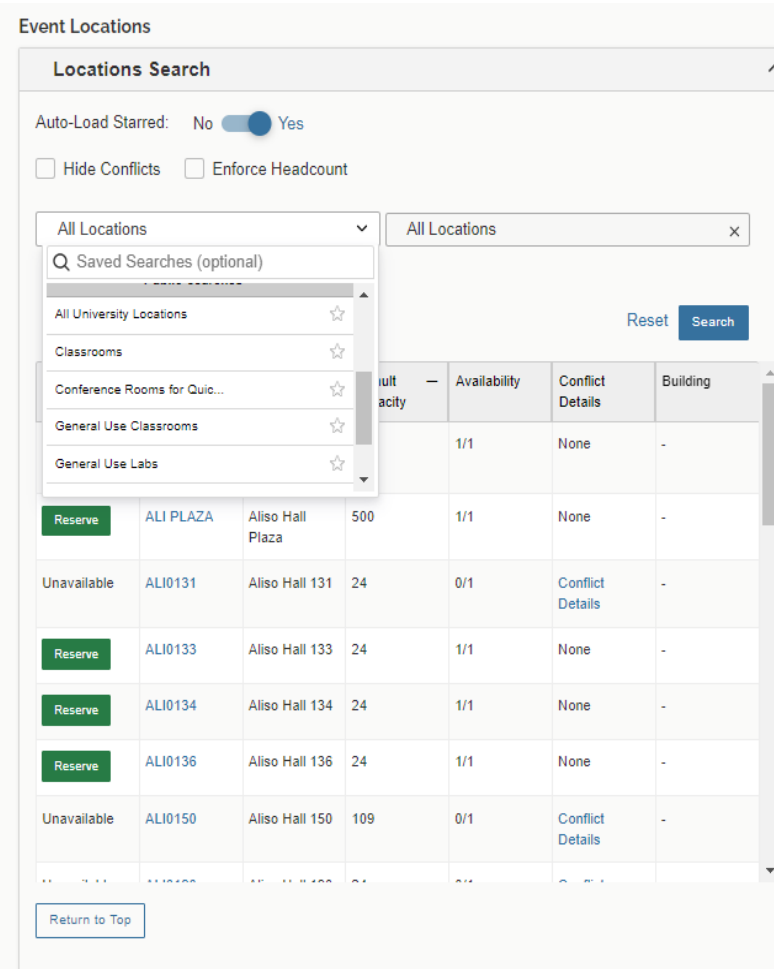
a. The left menu field allows you to choose from a list of options.

b. The right menu field allows you to type a specific location option such as "salon," "courtyard," or "classroom".

Note

Selecting a certain location in this section does not mean you are guaranteed this space. You should prepare a first and second preference in case of a schedule conflict

Event Locations

Locations Search			
Auto-Load Starred: No ◉ Yes			
☐ Hide Conflicts ☐ Enforce Headcount			

All Locations ▾   All Locations ✕

🔍 Saved Searches (optional)

All University Locations	☆
Classrooms	☆
Conference Rooms for Quic...	☆
General Use Classrooms	☆
General Use Labs	☆

Reset   Search
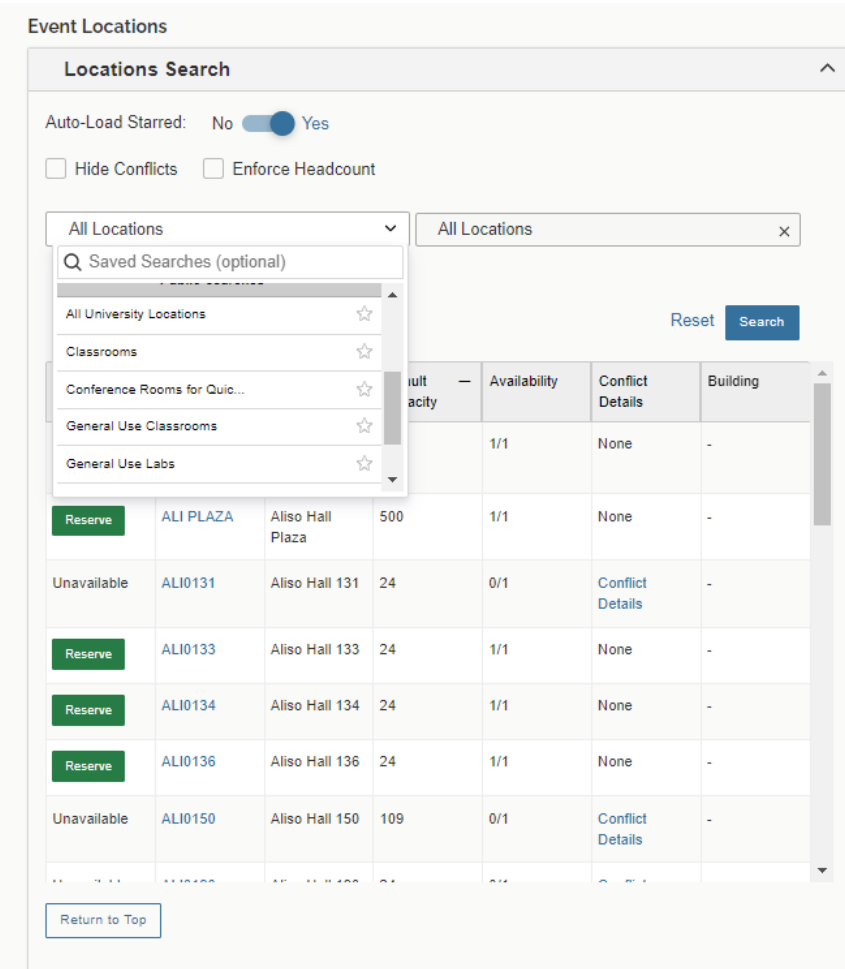
			ult acity	Availability	Conflict Details	Building
				1/1	None	-
Reserve	ALI PLAZA	Aliso Hall Plaza	500	1/1	None	-
Unavailable	ALI0131	Aliso Hall 131	24	0/1	Conflict Details	-
Reserve	ALI0133	Aliso Hall 133	24	1/1	None	-
Reserve	ALI0134	Aliso Hall 134	24	1/1	None	-
Reserve	ALI0136	Aliso Hall 136	24	1/1	None	-
Unavailable	ALI0150	Aliso Hall 150	109	0/1	Conflict Details	-

Return to Top

Event Locations

Locations Search			
Auto-Load Starred: No ◉ Yes			
☐ Hide Conflicts ☐ Enforce Headcount			

All Locations ▾   All Locations ✕

🔍 Saved Searches (optional)

All University Locations	☆
Classrooms	☆
Conference Rooms for Quic...	☆
General Use Classrooms	☆
General Use Labs	☆

Reset   Search
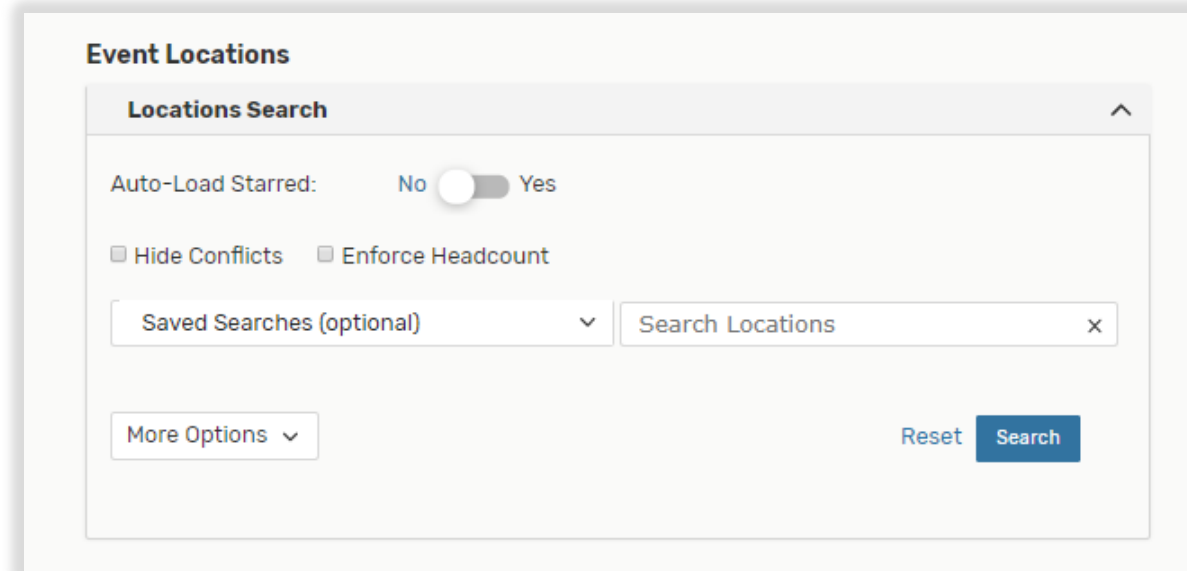
			ult acity	Availability	Conflict Details	Building
				1/1	None	-
Reserve	ALI PLAZA	Aliso Hall Plaza	500	1/1	None	-
Unavailable	ALI0131	Aliso Hall 131	24	0/1	Conflict Details	-
Reserve	ALI0133	Aliso Hall 133	24	1/1	None	-
Reserve	ALI0134	Aliso Hall 134	24	1/1	None	-
Reserve	ALI0136	Aliso Hall 136	24	1/1	None	-
Unavailable	ALI0150	Aliso Hall 150	109	0/1	Conflict Details	-

Return to Top

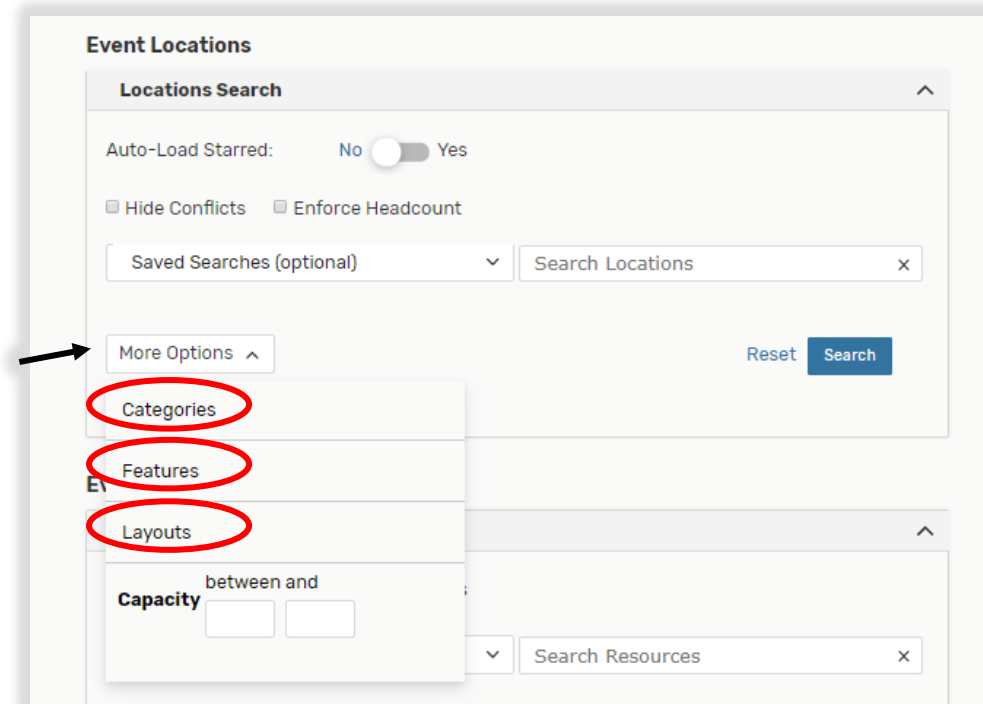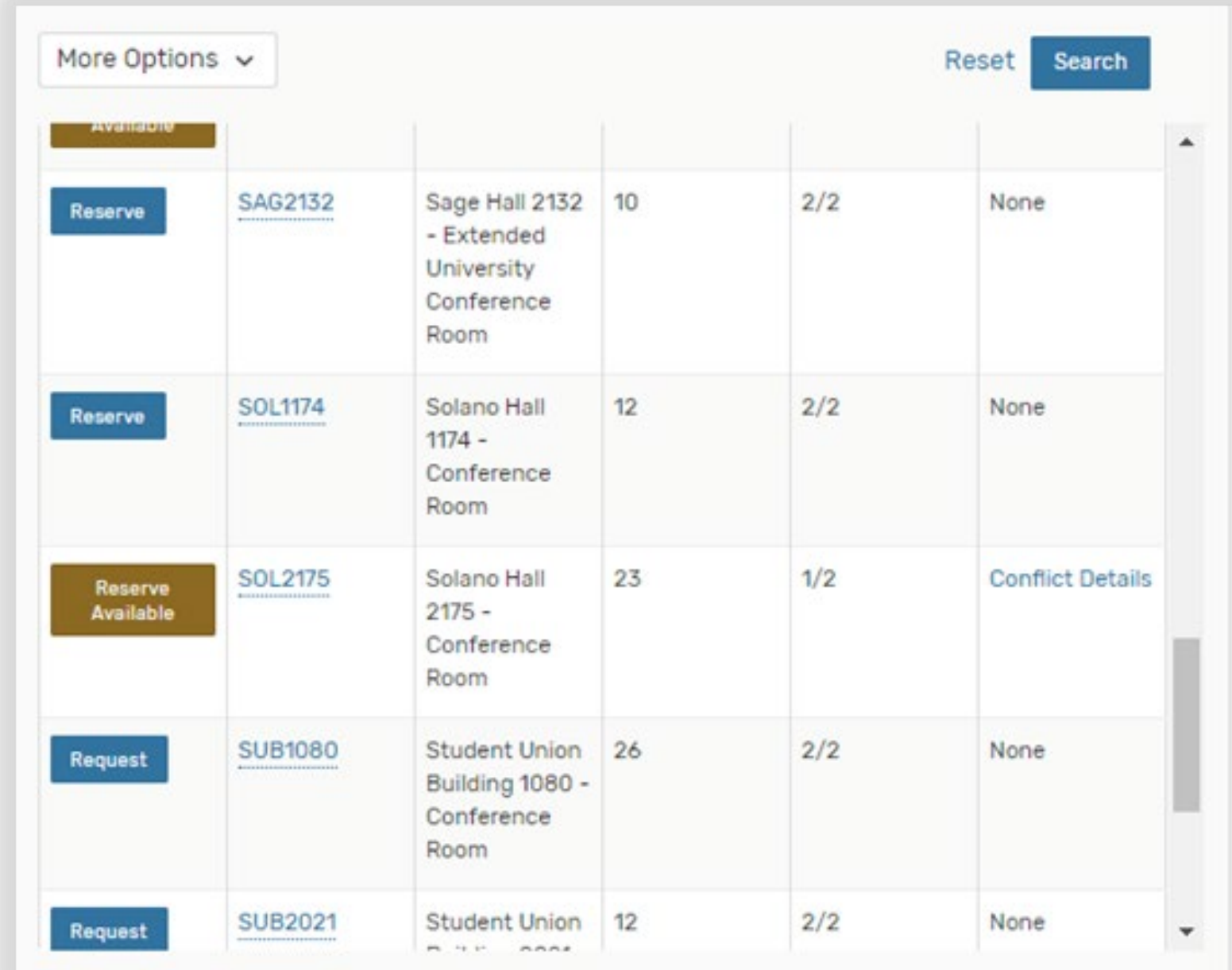|	
Select your **Event Locations** preference. **Note** Selecting a certain location in this section does not mean you are guaranteed this space.	**Event Locations** Locations Search Auto-Load Starred: No ◯ Yes ☐ Hide Conflicts ☐ Enforce Headcount Saved Searches (optional) ▾ Search Locations ✕ More Options ▾ Reset Search
If you want to do an **Advanced Search**, click the More Options drop down to find a space based on the space Features, Categories, Layouts or Capacities.	**Event Locations** Locations Search Auto-Load Starred: No ◯ Yes ☐ Hide Conflicts ☐ Enforce Headcount Saved Searches (optional) ▾ Search Locations ✕ More Options ▲ Reset Search Categories Features Layouts Capacity between and Search Resources ✕

This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, "None" will populate on the right column.

If the space is not available on your desired dates and times, "Conflict Details" will populate on the right column.
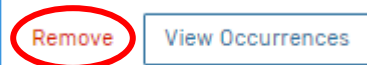
Click on the space you want to reserve.

Once it is selected, it will show up under the location search.

Note
For Full Events, you can only select ONE location if you are requesting any resources.

If you selected a space and would like to remove it, click "Remove".

Remove   View Occurrences

Event Locations

Locations Search   ︿

Auto-Load Starred: No ⬤ Yes

☑ Hide Conflicts   ☐ Enforce Headcount

Saved Searches (optional)   ⌄   Search Locations   ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset   Search
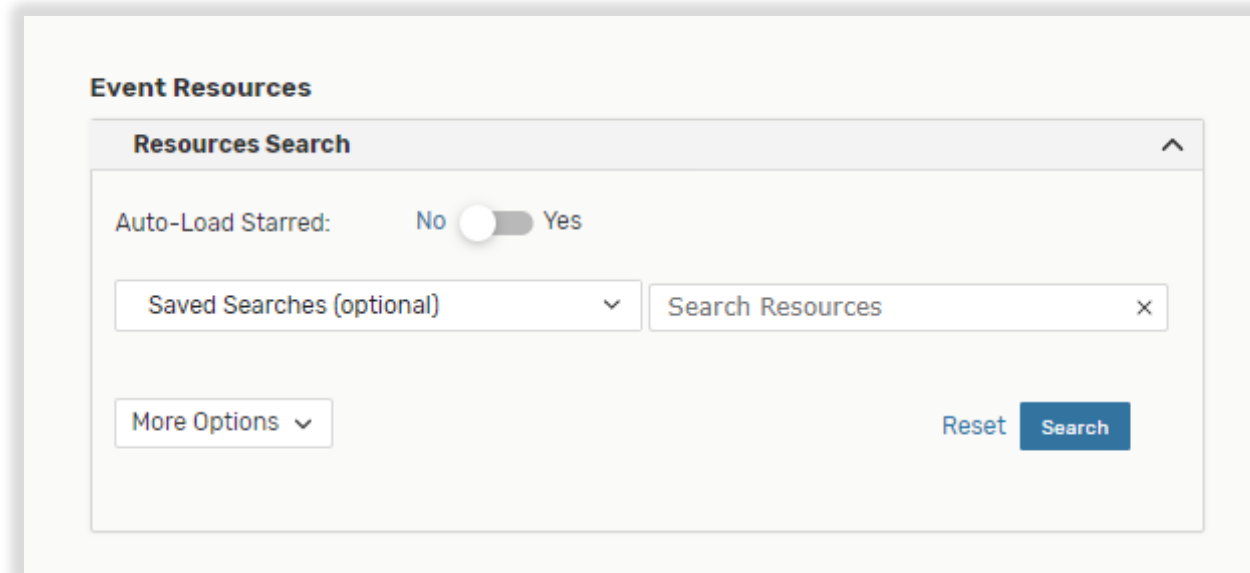
📦 BRO PLAZA Broome Library Plaza **Capacity:** 700

Date	Time	Conflicts	Shared	Layout	Instructions
Wed Oct 14 2020	11:00 am - 3:00 pm		☐	Theater/A ⇕	Must arrange

Remove   View Occurrences

Please select your desired resources from the dropdown menu. To reserve a resource for your event, you should identify the resources you need.

Note
Selecting certain resources in this section does not mean you are guaranteed them.

Event Resources

Resources Search

Auto-Load Starred: No ◯ Yes

Saved Searches (optional) ⌄   Search Resources ✕

More Options ⌄   Reset   **Search**

There are two ways to search for a resource.

a. The left menu field allows you to choose from a list of options.

b. The right menu field allows you to type a specific resource option such as "wireless mic," "chair," or table".

Event Resources ⓘ

For events with food, there should be 1 trash can and 1 recycling bin per 25 people. Otherwise, the requirement is 1 trash can and 1 recycling bin per 50 people.

Resources Search ⌃

Auto-Load Starred: No ⬤ Yes

| All Resources ▾ | All Resources ✕ |

🔍 Saved Searches (optional)

Your Starred Resources

All Resources

Your Starred Searches

A.V. resources ☆

F.S. Resources ☆

Meal Resources ☆

Reset   Search

		—	Quantity Available	Conflict Details
			1 / 1	None
			4 / 6	None
1	Reserve	A.V. - C.D. Player	3 / 3	None
Unavailable		A.V. - Mic - Wireless - Library	0 / 1	Conflict Details
Unavailable		A.V. - Mic Stand - Library	0 / 1	Conflict Details
1	Reserve	A.V. - Mic Stands	13 / 15	None
Unavailable		A.V. - Mic. - Aliso 150	0 / 0	None
1	Reserve	A.V. - Mic. - Panel	8 / 8	None
1	Reserve	A.V. - Mic. - Wired	15 / 15	None

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Event Resources ⓘ

For events with food, there should be 1 trash can and 1 recycling bin per 25 people. Otherwise, the requirement is 1 trash can and 1 recycling bin per 50 people.

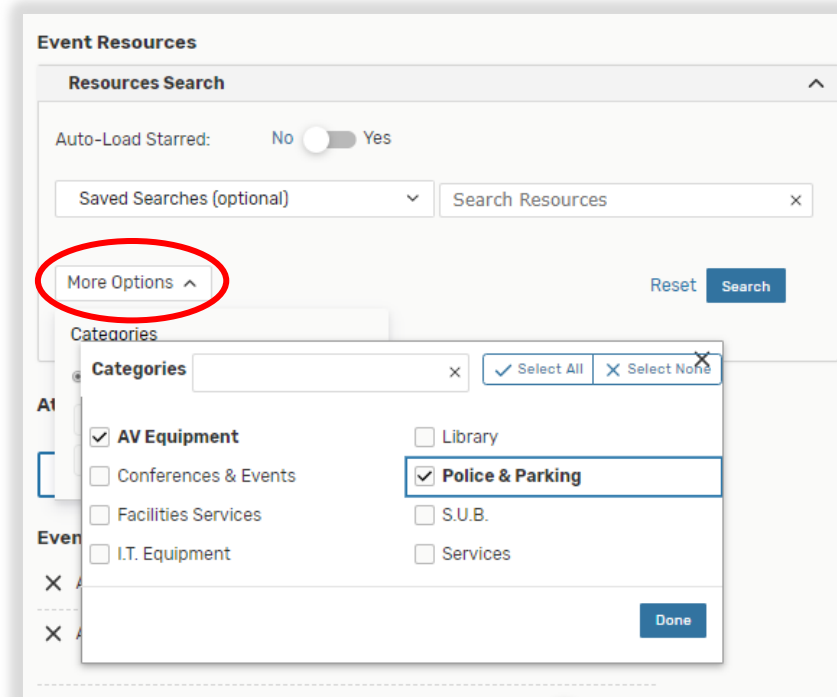**Resources Search** ⌃

Auto-Load Starred: No ⬤ Yes

Search Filters ▾

| Saved Searches (optional) ▾ | wireless ✕ |

ⓘ Hint! Type :: to use SeriesQL.

Reset   Search

Add	Name	—	Quantity Available	Conflict Details
Unavailable	A.V. - Mic - Wireless - Library		0 / 1	Conflict Details
1	Reserve A.V. - Mic. - Wireless		2 / 4	None
Unavailable	A.V. - Wireless Clicker		0 / 0	None
1	Reserve A.V. Wireless Ear Set		3 / 3	None
1	Reserve I.T. - Wireless Internet Access		Unlimited	None
1	Reserve I.T. - Wireless Internet/Network Access		Unlimited	None
1	Reserve S.U.B. - Mic - Wireless		4 / 4	None

Return to Top

If you want to do an **Advanced Search**, click that option to find specific resources needed.

Event Resources

Resources Search

Auto-Load Starred: No ○ Yes

Saved Searches (optional) ▾   Search Resources ✕

More Options ∧   Reset Search

Categories

Categories [   ] ✕   ✓ Select All ✕ Select None   ✕

☑ **AV Equipment**   ☐ Library
☐ Conferences & Events   ☑ **Police & Parking**
☐ Facilities Services   ☐ S.U.B.
☐ I.T. Equipment   ☐ Services

Done

Click on the Resources you want to reserve. Once they are selected, they will show up under the Resource Search.

Note You can select as many resources as you would like for each event.

Use the **Quantity Available** section to see how many of each resource is available. Under **Add** section select how many you would like to reserve.
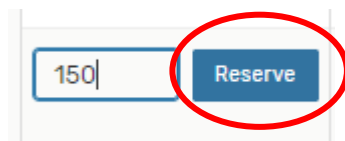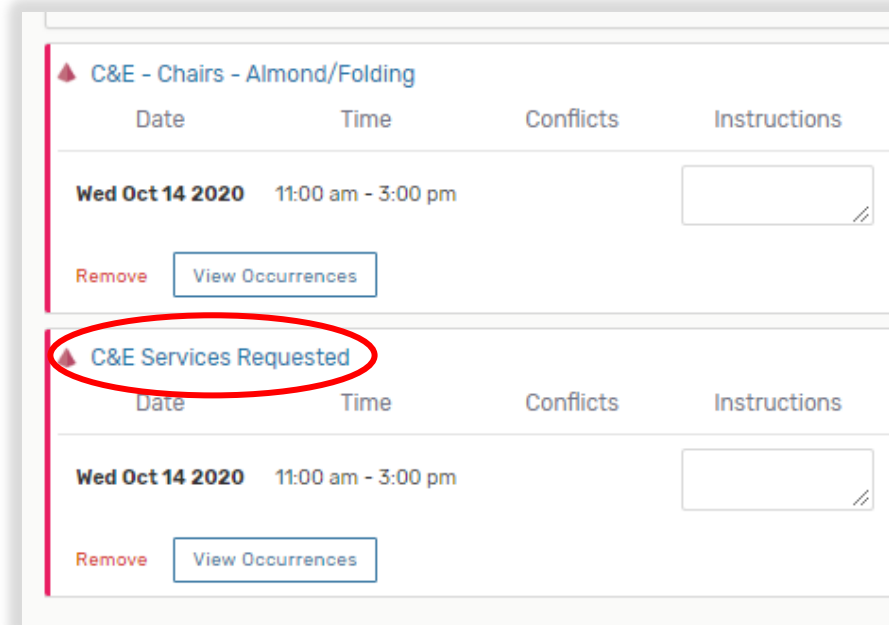
Add		Name	Quantity Available	Conflict Details
1	Reserve	C&E - American Flag	1 / 1	None
Unavailable		C&E - Banner Frame	0 / 0	None
1	Reserve	C&E - Beverage Tub - Large	4 / 4	None
1	Reserve	C&E - California Flag	1 / 1	None
150	Reserve	C&E - Chairs - Almond/Folding	290 / 400	None
1	Reserve	C&E - Chairs - Big Red Chair	1 / 1	None
Unavailable		C&E - Chairs - Grand Salon (Grey)	0 / 400	Conflict Details
1	Reserve	C&E - Chairs - Malibu Hall (Burgundy)	300 / 300	None

More Options ⌄   Reset   Search

Make sure to select the corresponding "**Services Requested**" to Resources.

A.V. Services = A.V. Resource
UE Services = UE Resource
Facility Services = Facility Resource
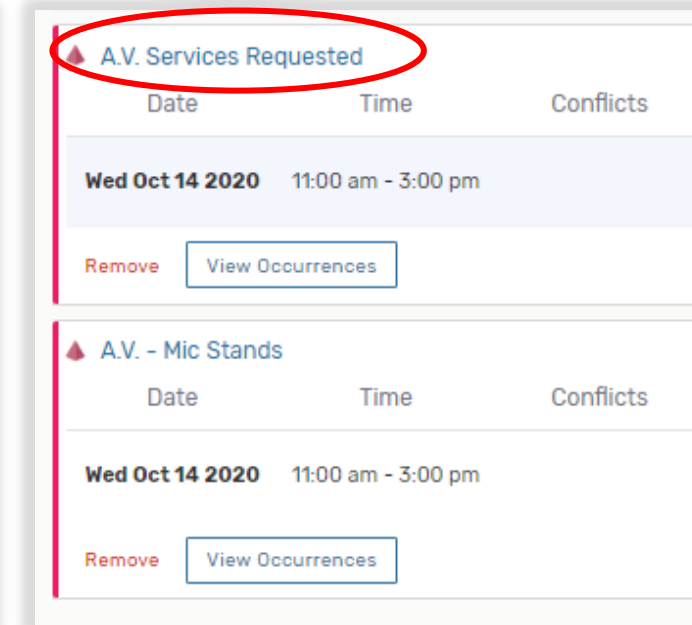Parking Services = Parking Resource

__Note__
Some Event Spaces have their own Resources. See the Event Space Resources section for specific details.

Once you have selected all of your resources, scroll down.

Fill out any appropriate
"**Event Custom Attributes**".

Note
All Full Detail Event Requests
MUST provide an Accounting String for the event to be processed .

Event Custom Attributes

✕ Abbreviated Event Name For Signage

✕ Audience - Campus Community   No ⬤ Yes

✕ Audience - Invitation Only   No ⬤ Yes

✕ Audience - Open To The Public   No ⬤ Yes

✕ Audience - Students   No ⬤ Yes

✕ Billing Contact Name

✕ Billing Contact Phone Number

✕ Contact Email
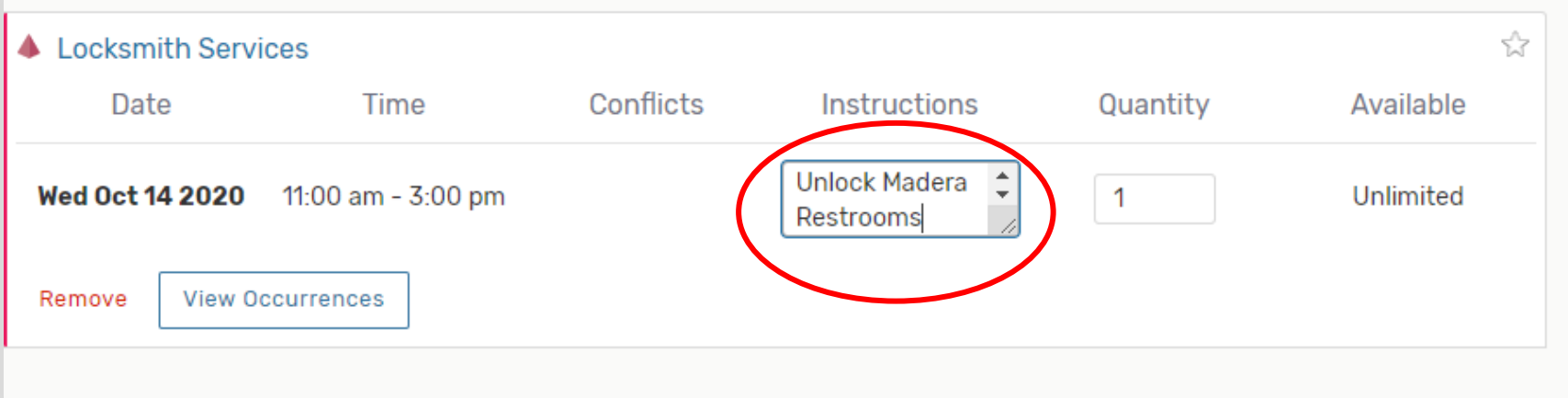
✕ Contact Name

✕ Contact Phone Number

✕ Detail Image

✕ Event Accounting String

✕ Event Accounting String, Co-Sponsored?

✕ Event Image

✕ Event Image Alt Text

✕ Event Image Url

✕ Fees Required?   No ⬤ Yes

✕ Registration Required?   No ⬤ Yes

For a co-sponsor event with an external client, you must also request the resource "consultation appointment requested" before saving the request. *Note* 25Live will not allow you to save your event if you do not have a consultation appointment with one of our specialists.	**Important Event Details** ✕ Is this a Co-Sponsored Event with External Client? No ⬤ Yes ✕ Event Accounting String ✕ Event Accounting String, Co-Sponsored? ✕ AV Overtime - Actual Hours ✕ AV Overtime - Estimated Hours * Are you requesting a consultation appointment with an Event Specialist for this event? No ⬤ Yes
Participation of the President: If you select this, you must complete a Participation of the President form and submit it for approval before your event.	**Alert** If you are requesting the Participation of the President, please submit a Participation of the President Request Form after submitting your 25Live request. OK

To schedule an Event Space and appropriate restrooms to be unlocked/locked for your event, fill out the "**Instructions**" under "**Locksmith Requests**" Resource.
Note Please be sure to add what time you want the building unlocked and locked in the Instructions.

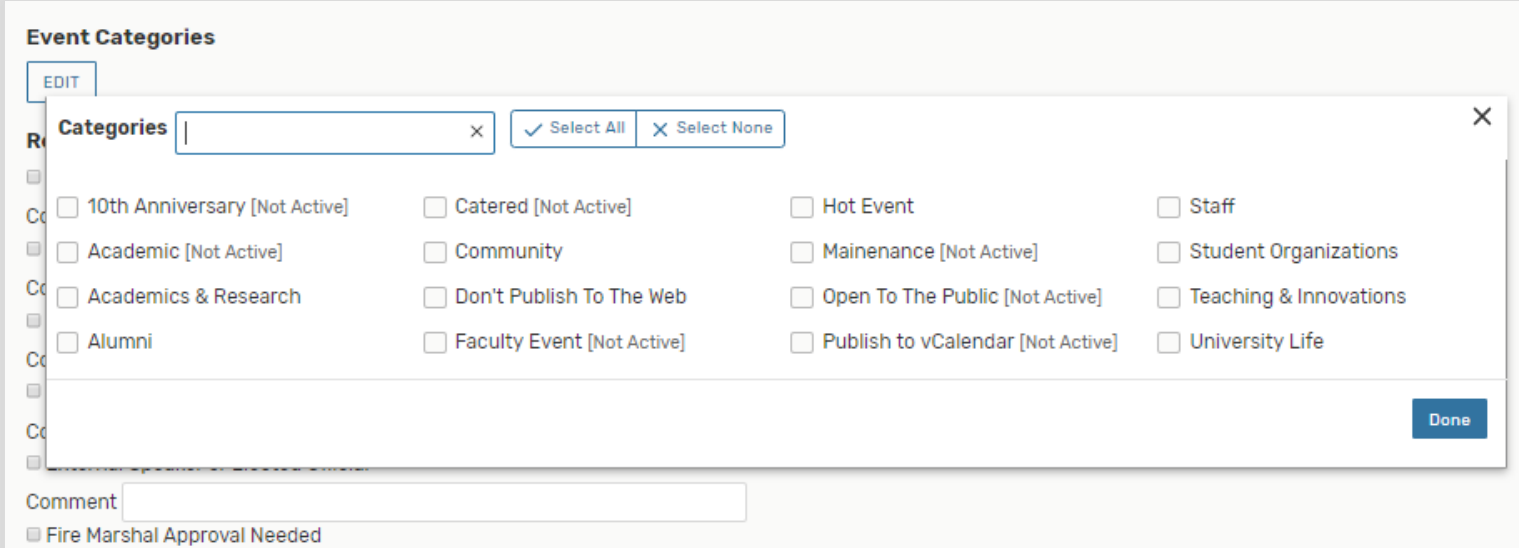For restroom use in specific locations see the Event Space Restrooms section.

♦ Locksmith Services					☆
Date	Time	Conflicts	Instructions	Quantity	Available
Wed Oct 14 2020	11:00 am - 3:00 pm		Unlock Madera Restrooms	1	Unlimited

Remove   View Occurrences

Check any/all "**Categories**" that relate to your Event.

These "**Categories**" are how the Events Listings are broken up on the **Public Calendar** when people are searching through events.

Note
Categories with [Not Active] next to the name will not post to the Events Listings.

Event Categories
EDIT

Categories

☑ Select All   ☒ Select None

☐ 10th Anniversary [Not Active]   ☐ Catered [Not Active]   ☐ Hot Event   ☐ Staff
☐ Academic [Not Active]   ☐ Community   ☐ Mainenance [Not Active]   ☐ Student Organizations
☐ Academics & Research   ☐ Don't Publish To The Web   ☐ Open To The Public [Not Active]   ☐ Teaching & Innovations
☐ Alumni   ☐ Faculty Event [Not Active]   ☐ Publish to vCalendar [Not Active]   ☐ University Life

Done

Comment
☐ Fire Marshal Approval Needed

If you do not want your event to be published to the Public Calendar, select "**Don't Publish To The Web**" under "**Event Categories**".

Event Categories

EDIT

Categories [   ] ✕   ✓ Select All   ✕ Select None   ✕

☐ 10th Anniversary [Not Active]	☐ Catered [Not Active]	☐ Hot Event	☐ Staff
☐ Academic [Not Active]	☐ Community	☐ Mainenance [Not Active]	☐ Student Organizations
☐ Academics & Research	☑ **Don't Publish To The Web**	☐ Open To The Public [Not Active]	☐ Teaching & Innovations
☐ Alumni	☐ Faculty Event [Not Active]	☐ Publish to vCalendar [Not Active]	☐ University Life

Done

If applicable, check all **Requirements** that relate to your event.

For additional information, use the "**Comments**" box under each checked off requirement.

Once all necessary fields are filled out, scroll down.

ALCOHOL BEING SERVED AT THE EVENT: If you select this, you need to complete **Request to Serve Alcoholic Beverages on Campus** and submit prior to your event for approval.

FIRE MARSHAL: There is a fee associated with a Fire Marshal permit. It is an hourly charge with a minimum of a half-hour. Your event will be charged based on the number of hours the Fire Marshal records reviewing your event permit request. UE will submit event permit request on your behalf.

EXPECTING OVER 100 GUESTS: Always click this button if you are submitting an event with over 100 attendees.

FOOD TRUCK REQUESTS: These are submitted through UAS to Miccala Jackson.

Requirements

☐ Alcohol Being Served At Event

Comment [   ]

☐ Amplified Sound

Comment [   ]

☐ Animals on Campus for Event

Comment [   ]

☑ Expecting Over 100 Guests

Comment [   ]

☑ External Speaker or Elected Official

Comment [Alumni Speaker   ]

☐ Fire Marshal Approval Needed

Comment [   ]

☐ Minors on Campus

Comment [   ]

☐ Outdoor Event

Comment [   ]

☐ Rentals from an Off-Campus Vendor

Comment [   ]

☐ Requesting a Food Truck(s)

Comment [   ]

☐ Temporary Structures (larger than 10'x20')

Comment [   ]

☐ Use of Buildings for Sleeping Purposes (other than residential buildings)

Comment [   ]

☐ Use of Inflatables or Mechanical Amusement Devices

Comment [   ]

☐ Use of Open Flames, Candles, Portable Heaters (gas or propane) or Generators

Comment [   ]

☐ Vehicles for Display (Mobile Displays)

Type an "**Event Comments**" if applicable to your event and hit the "**Save**" button.

Save

Note
Once the event has been saved in the **Draft State**, it is sent to the UE Office for processing.

The space is not reserved until you receive an email from 25Live stating the event has been moved out of the **Draft State** and into a **Tentative** or **Confirmed State**.

Event Comments ⓘ

These notes are for service providers and schedulers and are not published to the events calendar

Event State

Draft ⬍

After Saving This Event... ⌃

● Go To Event Details
○ Create Another Related Event
○ Create A Related Copy of This Event
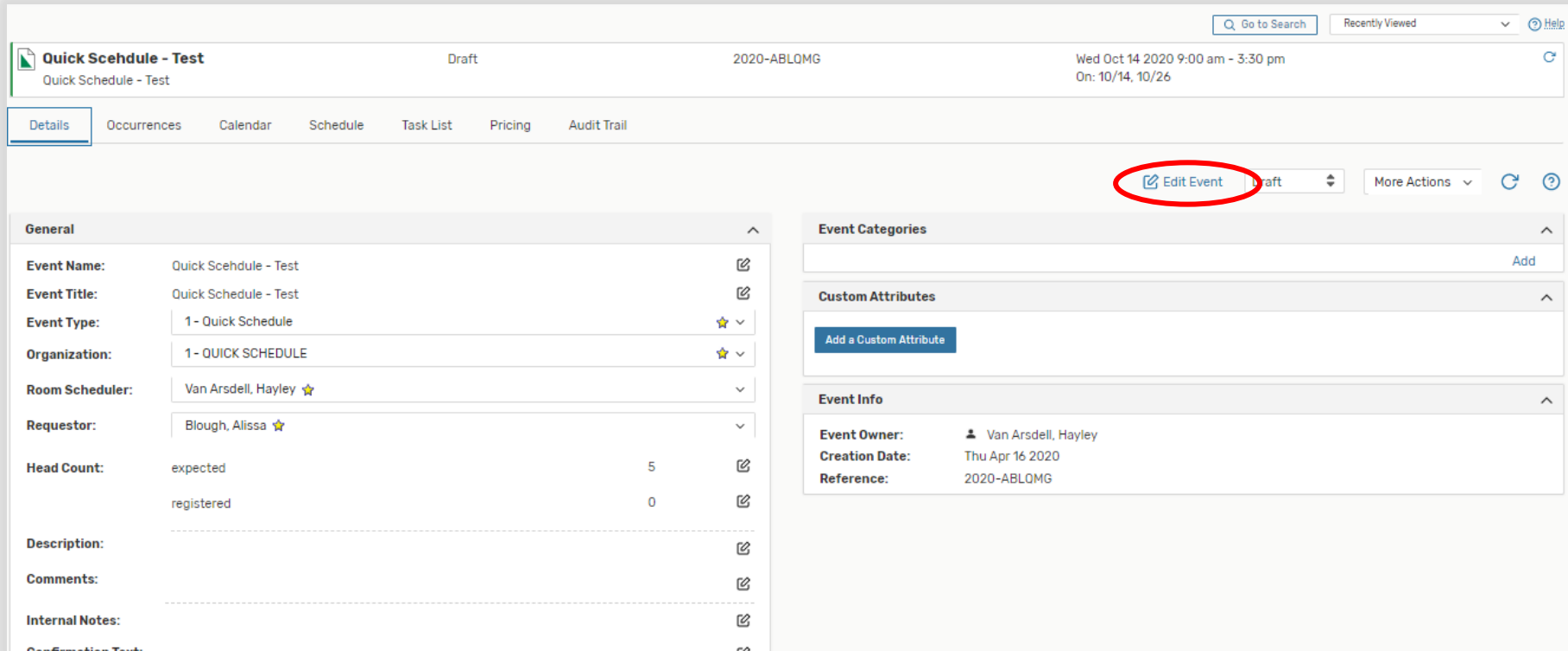○ Continue Editing Event
○ Create Another Event

Cancel   Preview   **Save**

UNIVERSITY
EVENTS

C H A N N E L
I S L A N D S

California State
University

Once your request has been saved, you will be directed to this page.

Here you can make "**Edits**" to your request or "**View Details**" to look at your request.

__Note__
You can only make **Edits** to requests that are in a **Draft State**. Any Edits that need to be made to a **Tentative** or **Confirmed** event can be requested by sending an email to events@csuci.edu.

V. University Processes

a. Processes for Events

Timelines for Event Requests will go as follows:

i. All **Quick Schedule** requests must be placed through 25Live a minimum of **5 business days prior to the event start date**.

ii. All **Events Listing** requests must be placed through 25Live a minimum of **5 business days prior to the event start date**.

iii. All **Full Event** requests must be placed through 25Live a minimum of **14 business days prior to the event start date**.

NOTE: The University Events Office reserves the right to deny any/all requests that do not meet the above listed timelines.

b. Processes for Campus Spaces

Classroom Usage:

i. The use of campus classrooms is prohibited **1 week prior** to the beginning of each semester and **2 weeks after** the beginning of each semester.

ii. All classroom reservations for dates that are during a semester, must be placed **2 weeks after the beginning of each semester**.

iii. Any requests for classroom usage during the semester that are put in before the 2 week date **will be denied.**

VI. <u>Campus Space Notes</u>

Event Space Restrooms:

Grand Salon:

- For restroom use in this space, please request that the Del Norte Restrooms or the Madera Breezeway Restrooms are unlocked in the Facilities Services Requested box in the Resources Section.

Petit Salon:

- For restroom use in this space, please request that the Del Norte Restrooms or the Madera Breezeway Restrooms are unlocked in the Facilities Services Requested box in the Resources Section.

Broome Plaza:

- For restroom use in this space outside of the Library hours, please request that the Library remain open for restroom use in the Library Services Requested box in the Resources Section (cost of Library overtime will apply) or request that the Malibu Hall Restrooms are unlocked in the Facilities Services Section.

Event Space Resources:

Specific Event Spaces have their own resources that are used for the space. When selecting Resources for **Malibu Hall 100**, **Grand Salon** or **Petit Salon** please make sure that you are selecting the corresponding tables and chairs.

* Any request made in these spaces without resources will be denied after the second attempt to contact requestor for Resources Added.

Requesting a Location not found in 25Live:

1 – Other Location:

- For any location on campus that does not come up under the Event Location Section, select "**1 – Other Location**" and write the location name in the comments section of the Location.

VII. University Events Office Information

University Events Office

University Advancement
Main Line: (805) 437-3900

Location: University Hall 1612

Email: events@csuci.edu

www.csuci.edu/conferences-events