25Live Event Process Flowchart

Start

25Live Request

Submit Request by clicking “Submit”

C & E office processes request

Cannot edit request any longer

All Service Providers are automatically alerted of changes through 25Live

Full Event

Meeting dates, service, equipment, location, etc. open to the public

C & E process request

Request goes to a tentative state

25Live Request

Space Request (on Hold) requiring no additional special considerations

Events Listing

Proceed to publish your event details in the online Calendar

You may cancel your event request anytime prior to 24 hours before your scheduled event date by emailing events@csuci.edu.

C & E will notify all Campus Service Providers involved in the cancellation.

Space Request

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