



**UNIVERSITY
EVENTS**

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

25Live Pro General Space Request Manual

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I. Revision Control

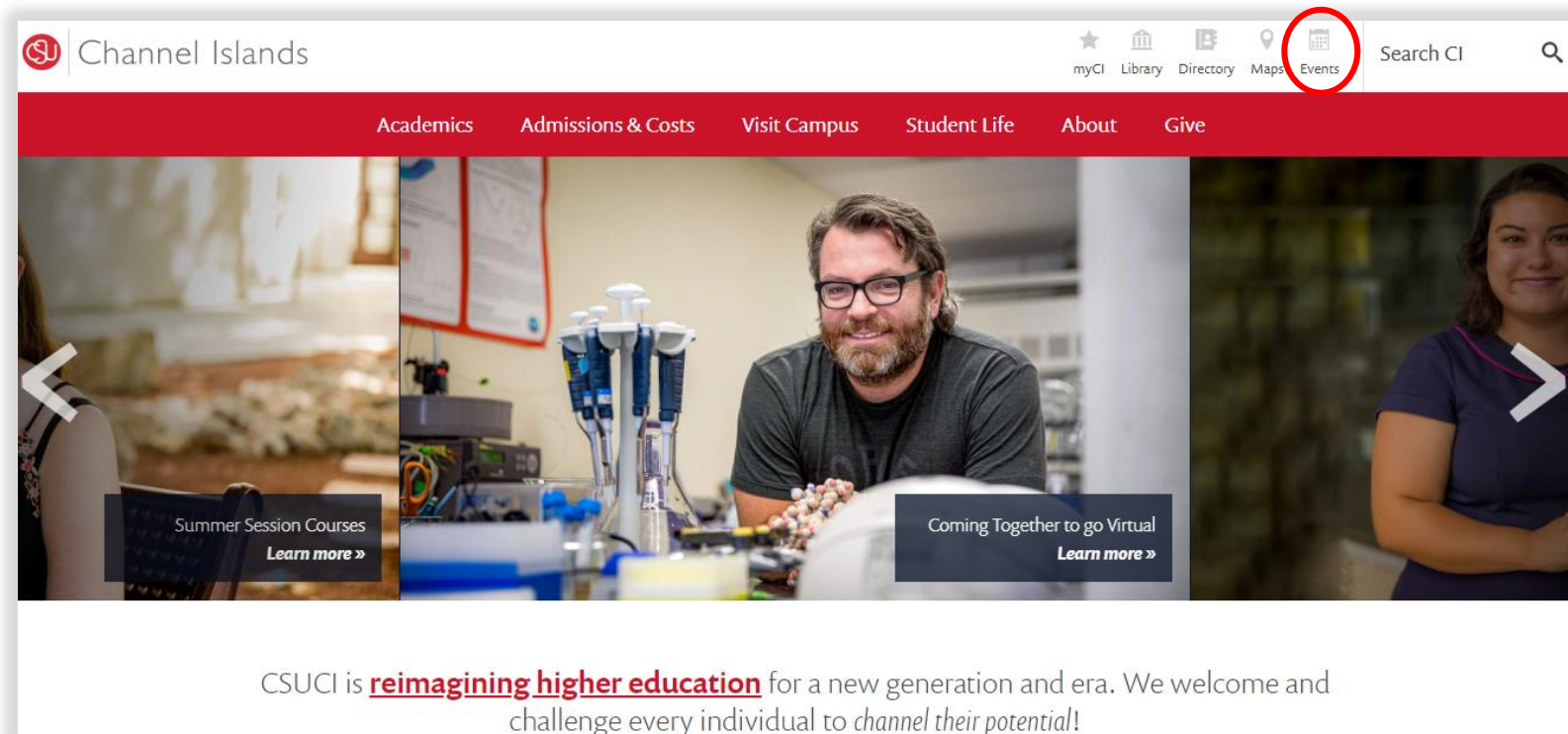
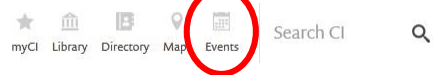
Document Title: 25Live Pro General Space Request Manual

Author: University Events Office

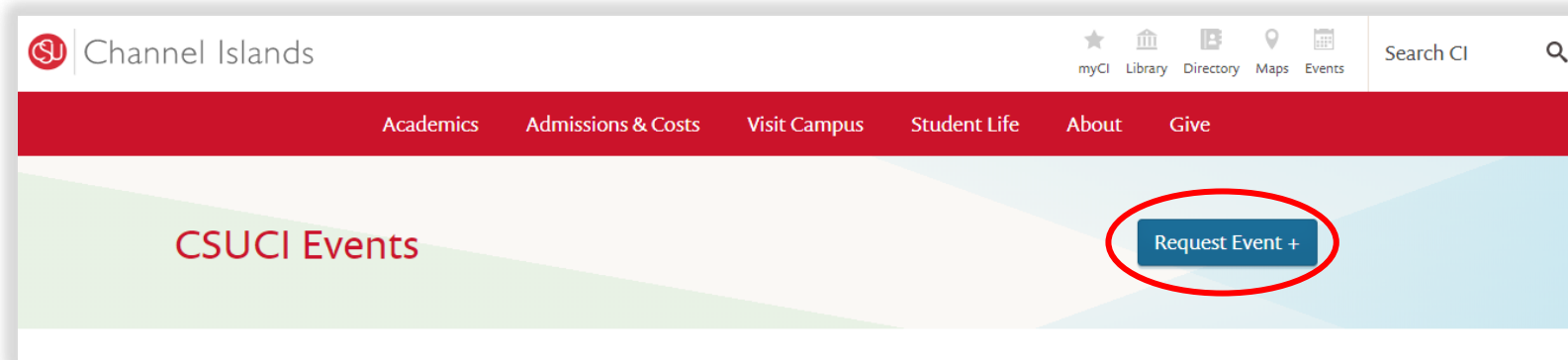
Date	By	Action	Pages
4/2020	Hayley Van Arsdell	Revised to updated 25Live Pro	All Pages

II. Logging into 25Live

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

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 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 Event Searches

50 and Above events (Copy)

Broom Library Requests

Cancelled Events Spring 2020

Draft Events

Your Upcoming Events

4 Events in which you are the Requestor

483 Events in which you are the Scheduler

Your Starred Resources

A.V. Services Requested

C&E - Tables - Rectangular 6'

C&E Services Requested

III. Quick Schedules


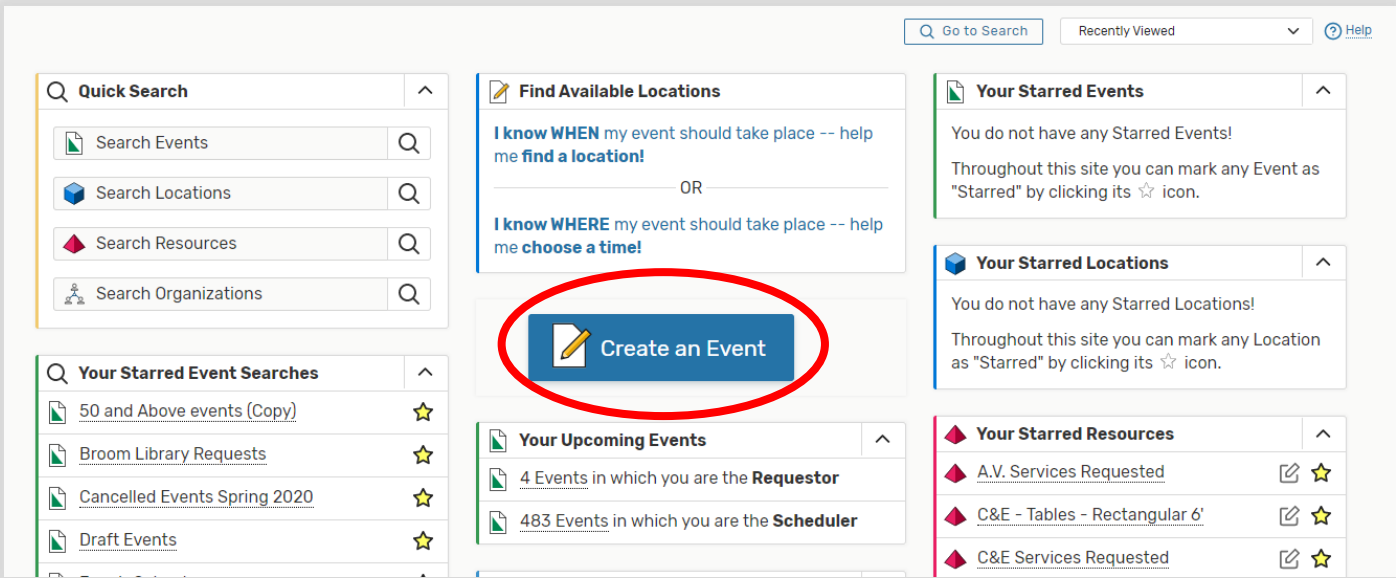
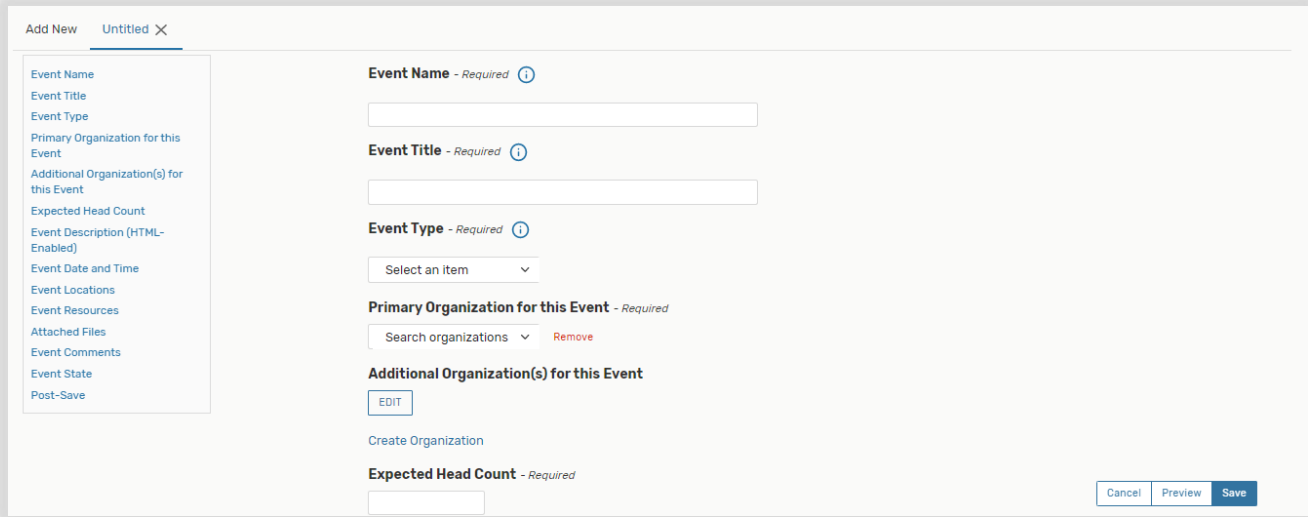
a. Definition of a Quick Schedule

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](#)).

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

<div> <p>On the 25Live Pro homepage, click the “Create an Event” button.</p>  </div>	<div>  </div>
<div> <p>You will be directed to the “Event Wizard” where you will begin to fill out the request form.</p> </div>	<div>  </div>

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.

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

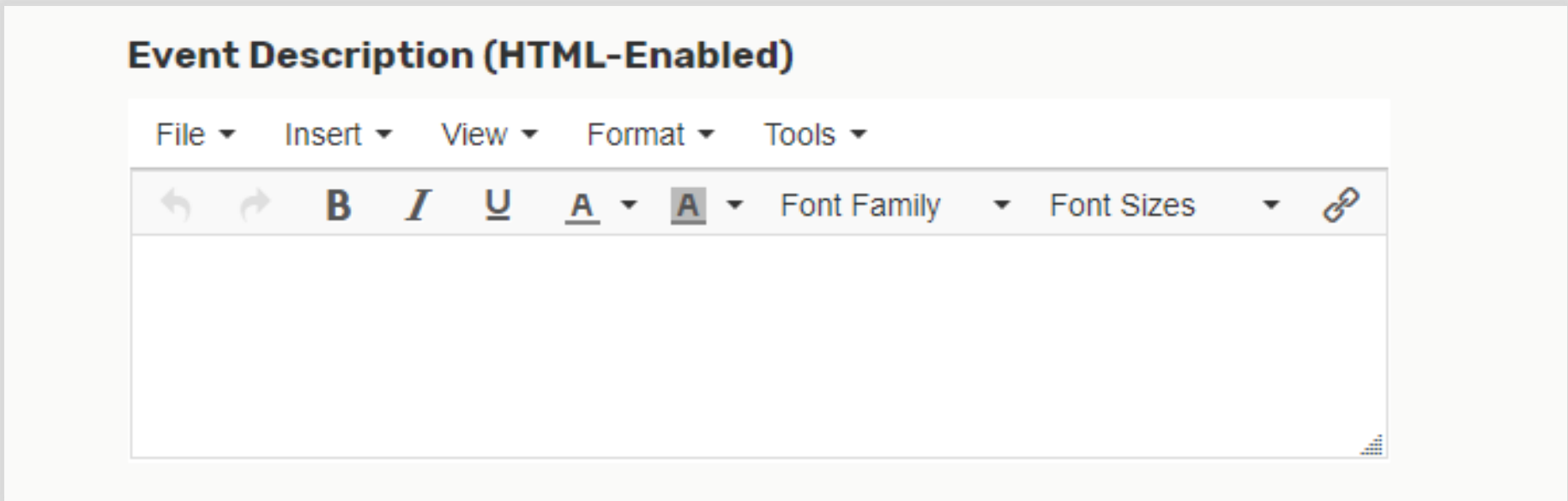
<p>Once all fields are filled out, scroll down.</p>	<div> <div> <div> <div>Event Name - Required ⓘ</div> <div>Short name of the event (does not display on Event Calendar)</div> <div>Quick Schedule - Test</div> </div> <div> <div>Event Title - Required ⓘ</div> <div>The event title will display on the Events Calendar</div> <div>Testing Quick Schedules</div> </div> <div> <div>Event Type - Required ⓘ</div> <div>1 - Quick Schedule ⭐ ▼</div> </div> <div> <div>Primary Organization for this Event - Required</div> <div>1 - QUICK SCHEDULE ⭐ ▼ Remove</div> </div> <div> <div>Additional Organization(s) for this Event</div> <div>EDIT</div> <div>Create Organization</div> </div> </div> </div>
<p>Enter the “Expected Head Count” for your event.</p>	<div> <div> <div>Expected Head Count - Required</div> <div></div> </div> </div>

To place an “**Event Description**” type in the Event Description Box.

The Event Description gives you the opportunity to let your guests know any additional event details, as well as adding any links for advertisement of your event.

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.



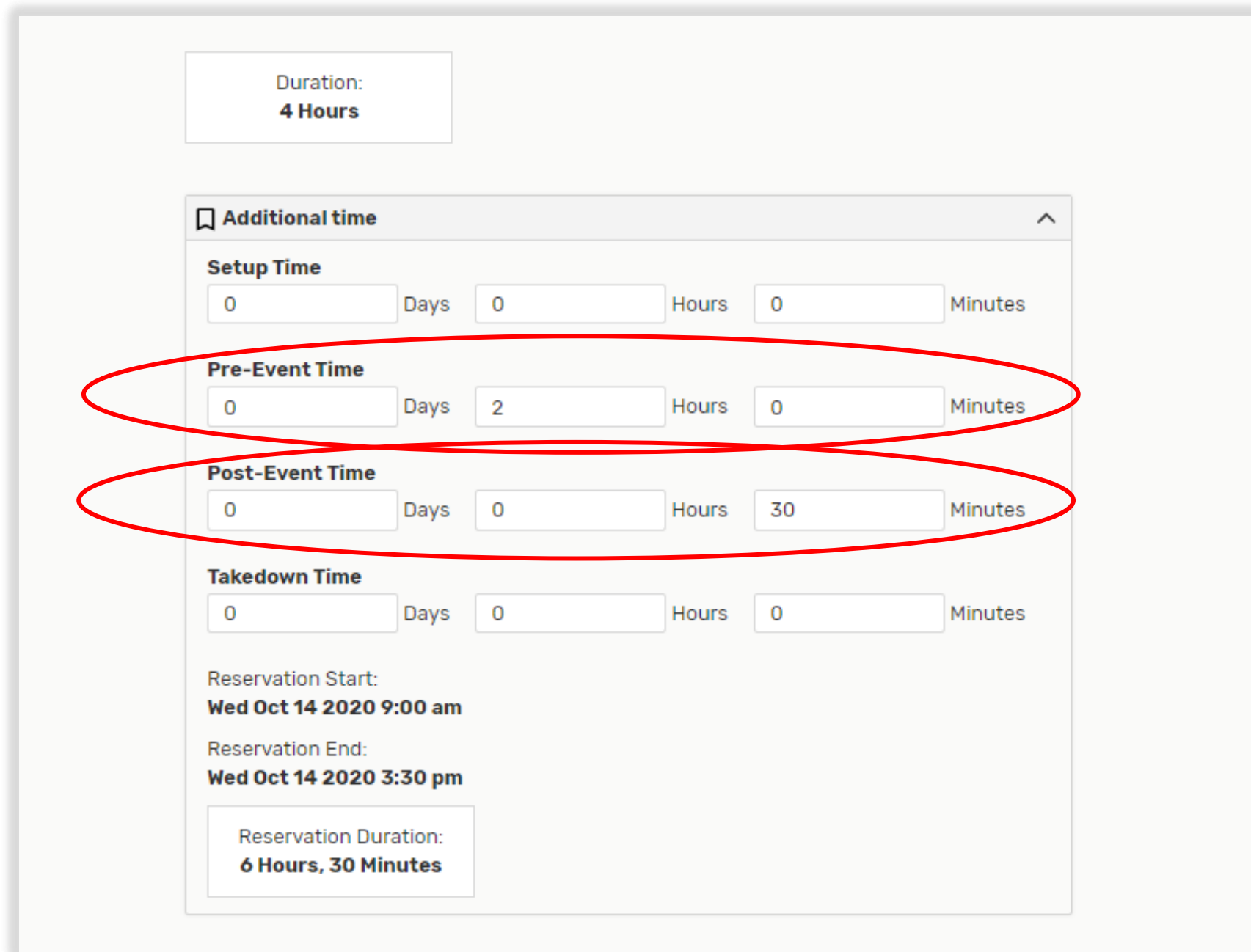
<p>Enter the “Start” date for your request.</p> <p>*Note*</p> <p>Always keep the box checked where your request “Start” and “End” date should be on the same day, unless your event spans to midnight.</p> <p>If your event repeats multiple days, you will select the pattern in the following step.</p>	<div> <div>Event Date and Time - Required</div> <div> <div>Wed Oct 14 2020</div> <div>11:00 am</div> <div>To:</div> <div>3:00 pm</div> <div> <input checked="" type="checkbox"/> This event begins and ends on the same day </div> <div> <div>Duration:</div> <div>4 Hours</div> </div> </div> </div>
<p>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.</p> <p>Pay special attention to AM/PM.</p> <p>*Note*</p> <p>The Event Start and End times should be your actual event time.</p>	<div> <div>Event Date and Time - Required</div> <div> <div>Wed Oct 14 2020</div> <div> <div>11:00 am</div> <div> <div>9:30 am</div> <div>10:00 am</div> <div>10:30 am</div> <div>11:00 am</div> <div>11:30 am</div> <div>12:00 pm</div> <div>12:30 pm</div> </div> </div> <div> <input checked="" type="checkbox"/> This event begins and ends on the same day </div> </div> </div>

If you need any extra time before or after your event time, click the drop-down arrow next to “**Additional time**”.

Use the “**Pre-Event**” and “**Post-Event**” boxes to add Days, Hours and Minutes needed to set-up your event.

Note

The **Setup** and **Takedown** fields are utilized by the UE Laborers for the purpose of setting up and taking down resources.



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

Select your preference for entering dates. Use the calendar to select Ad Hoc dates. Weekly and Monthly will go based off the first original start date.

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

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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	<div>Pre-Event Time - Oct 14, 9:00 AM</div> <div>Post-Event Time - Oct 14, 3:30 PM</div>		Active	Remove
Thu Oct 22 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 22, 9:00 AM</div> <div>Post-Event Time - Oct 22, 3:30 PM</div>		Active	Remove
Mon Oct 26 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 26, 9:00 AM</div> <div>Post-Event Time - Oct 26, 3:30 PM</div>		Active	Remove

Close

Event Locations

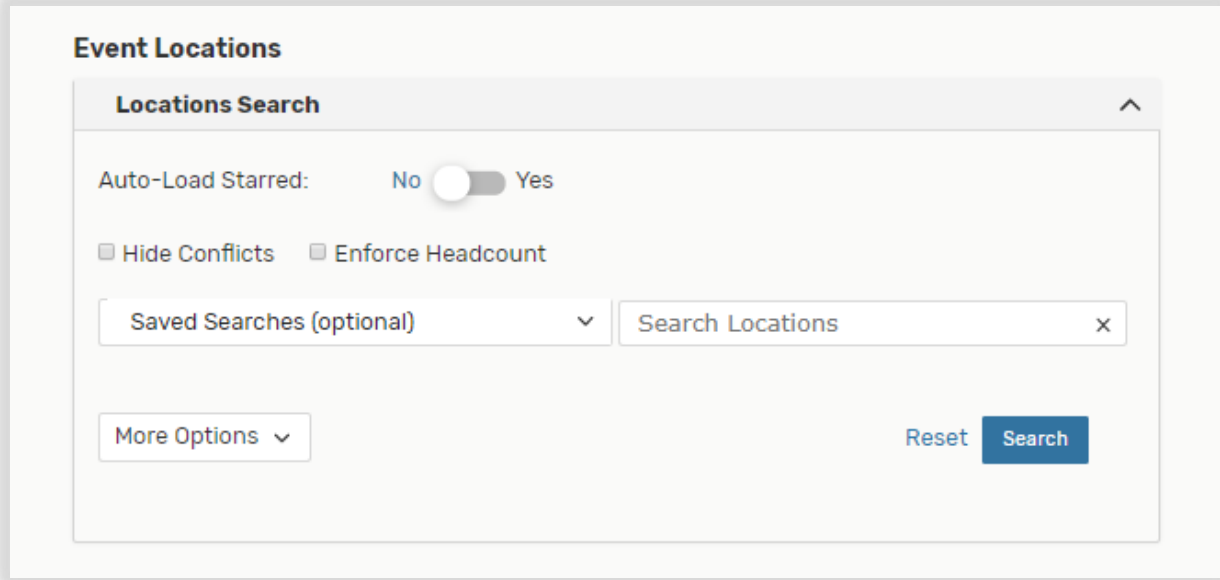
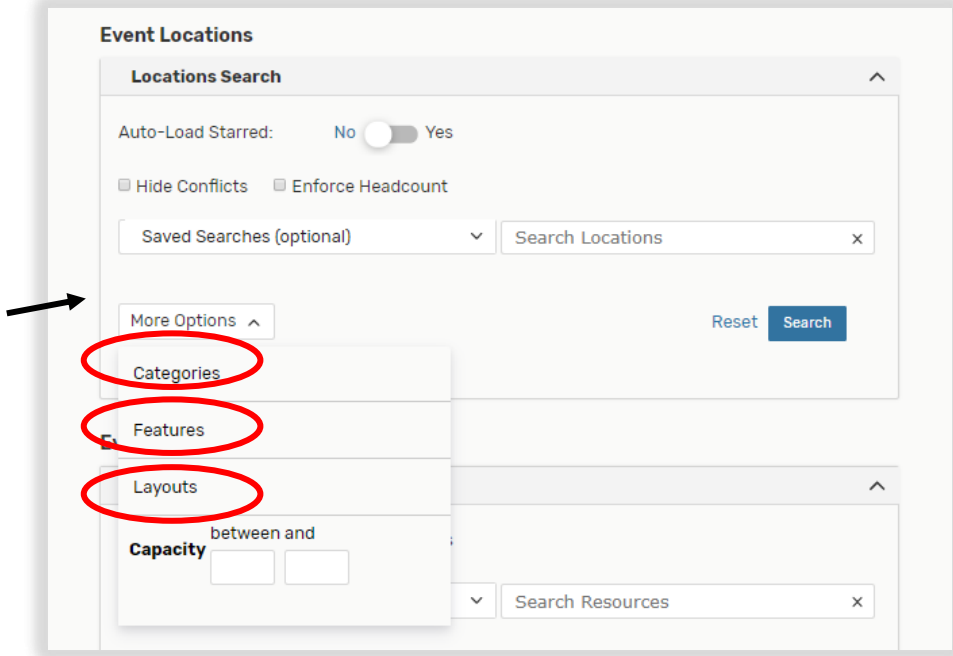
If there is one date on the occurrence you don't need, you can change it from **“Active”** to **“Cancelled”**.

Once all of your dates are chosen, scroll down.

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Remove
Wed Oct 14 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 14, 8:00 AM</div> <div>Post-Event Time - Oct 14, 3:30 PM</div>		Active	Remove
Thu Oct 22 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 22, 8:00 AM</div> <div>Post-Event Time - Oct 22, 3:30 PM</div>		Cancelled	Remove
Mon Oct 26 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 26, 8:00 AM</div> <div>Post-Event Time - Oct 26, 3:30 PM</div>		Active	Remove

Close

<p>Select 'Reset' to search for your Event Location(s) for your event.</p> <p>*Note*</p> <p>Selecting a certain location in this section does not mean you are guaranteed this space. Your space will be guaranteed once your request has been fully "Confirmed."</p>	
<p>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.</p>	

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.

More Options

Reset

Search

Available					
Reserve	SAG2132	Sage Hall 2132 - Extended University Conference Room	10	2/2	None
Reserve	SOL1174	Solano Hall 1174 - Conference Room	12	2/2	None
Reserve Available	SOL2175	Solano Hall 2175 - Conference Room	23	1/2	Conflict Details
Request	SUB1080	Student Union Building 1080 - Conference Room	26	2/2	None
Request	SUB2021	Student Union	12	2/2	None

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”.

Remove

View Occurrences

Locations Search

Auto-Load Starred:

No

Yes

☒ Hide Conflicts
☐ Enforce Headcount

Saved Searches (optional)

Search Locations

x

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

<p><u>Quick Schedules DO NOT use any resources.</u></p> <p>Skip this section and scroll down.</p>	<div> <div>Event Resources</div> <div> <div>Resources Search</div> <div> <div>Auto-Load Starred:</div> <div>No</div> <div></div> <div>Yes</div> </div> <div> <div>Saved Searches (optional)</div> <div>▼</div> <div>Search Resources</div> <div>×</div> </div> <div> <div>More Options</div> <div>▼</div> </div> <div> <div>Reset</div> <div>Search</div> </div> </div> </div>
<p>Quick Schedules also don't use any Event Custom Attributes. Continue by scrolling down.</p>	<div> <div>Attached Files</div> <div> <div>Upload a file</div> </div> <div>Event Custom Attributes</div> </div>

Note
If you would like your Quick Schedule to publish to the web, see the [Events Listing](#) section.

Event Categories

EDIT

Categories

✓ Select All

✕ Select None

☐ 10th Anniversary [Not Active]

☐ Academic [Not Active]

☐ Academics & Research

☐ Alumni

☐ Catered [Not Active]

☐ Community

☐ Don't Publish To The Web

☐ Faculty Event [Not Active]

☐ Hot Event

☐ Mainenance [Not Active]

☐ Open To The Public [Not Active]

☐ Publish to vCalendar [Not Active]

☐ Staff

☐ Student Organizations

☐ Teaching & Innovations

☐ University Life

Done

Under “**Requirements**” select any category that may be applicable to your meeting or event. Once complete, scroll down.

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

☐ 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

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

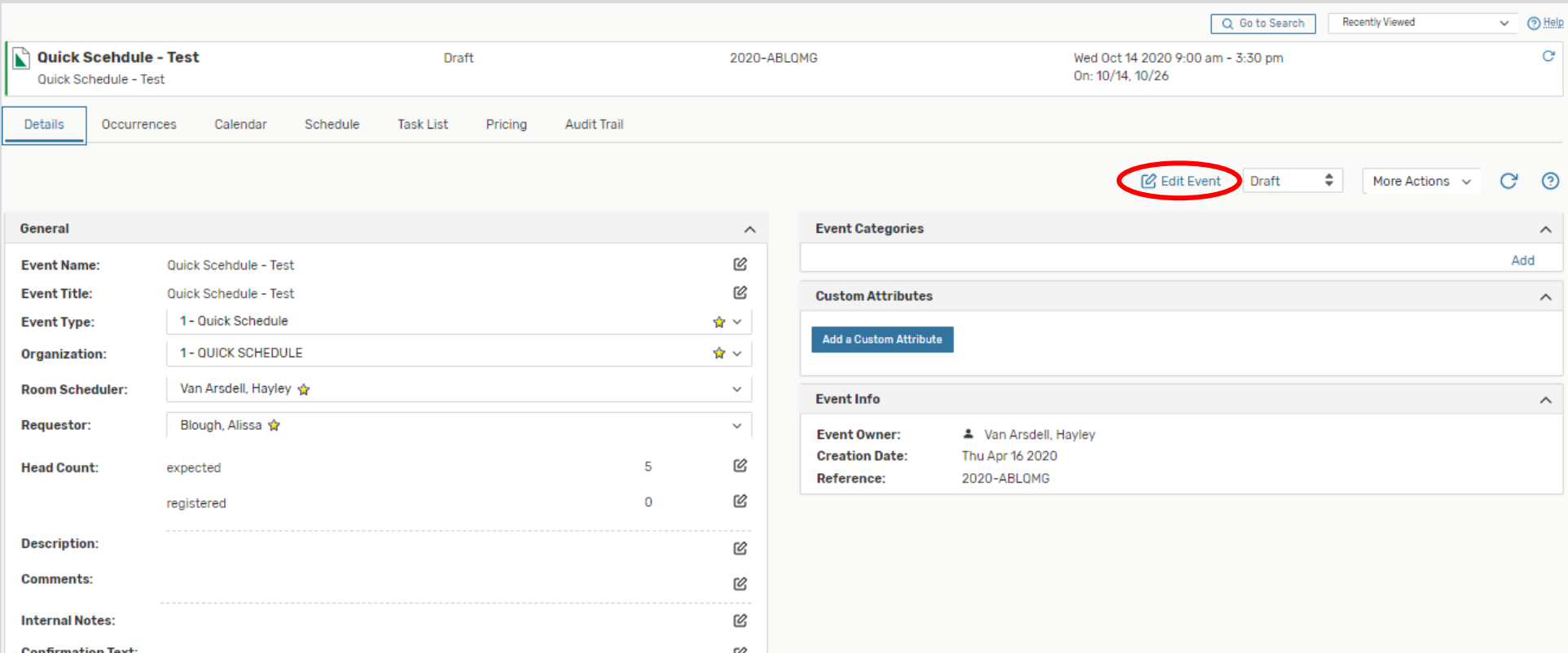
Cancel
Preview
Save

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.



The screenshot displays the 'Quick Schedule - Test' event page in the 25Live Pro system. The event is currently in a 'Draft' state. The top navigation bar includes tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. The 'Details' tab is active, showing a form with various fields for event information. On the right side of the form, there is a red circle highlighting the 'Edit Event' button, which is used to modify the event details. Other buttons visible include 'Draft', 'More Actions', and 'Add'.

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

IV. Events Listing


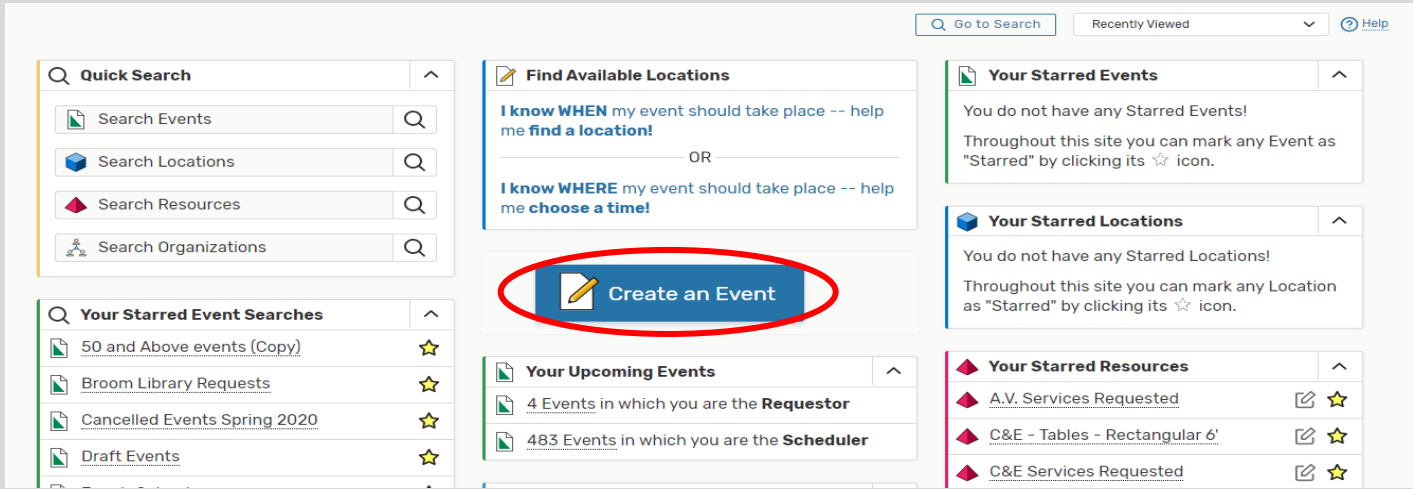
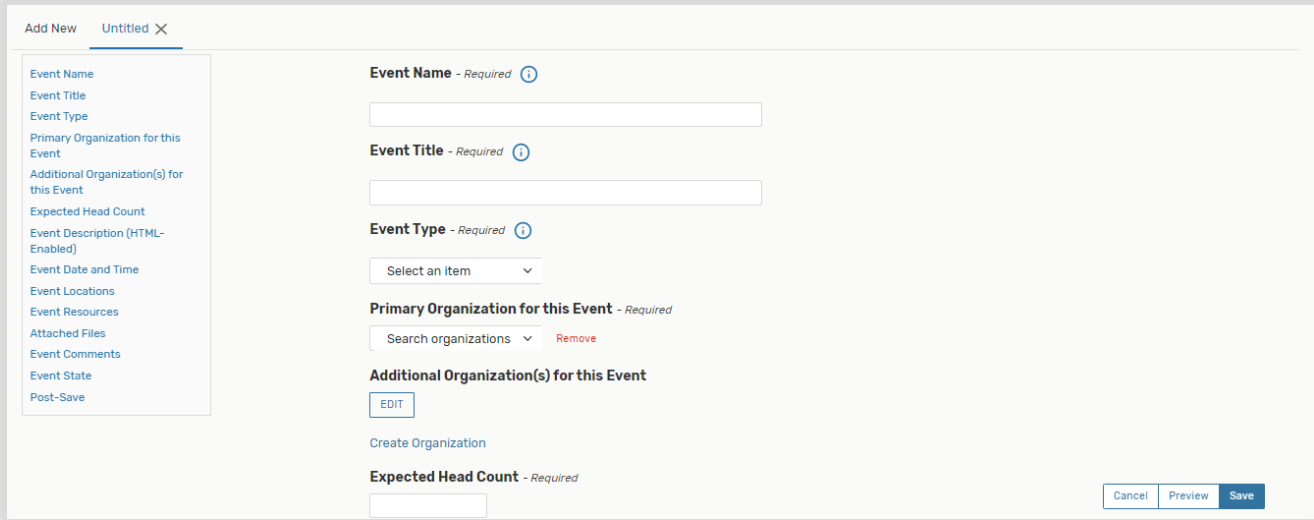
a. Definition of an Events Listing

An Events Listing request was designed to accelerate an event request process; when you are in need of a *space only but would like the reservation to populate to the Events Calendar*.

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 (campus) attendees only
- iii. No Resources or Services are needed
- iv. Automatic unlocking/locking of the room, exterior building doors and restrooms is not needed

b. Step-by-Step Process for Placing an Events Listing Request

<div> <div> On the 25Live homepage, click the “Create an Event” button. </div> <div>  </div> </div>	<div>  </div>
<div> <div> You will be directed to the “Event Wizard” where you will begin to fill out the request form. </div> </div>	<div>  </div>

Start by filling out the “**Event Name**” and “**Event Title**”.

These are required fields, they must be filled out in order to proceed to the next page.

The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar.

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 “**Events Listing**” for Event Type and “**I – Quick Schedule**” 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

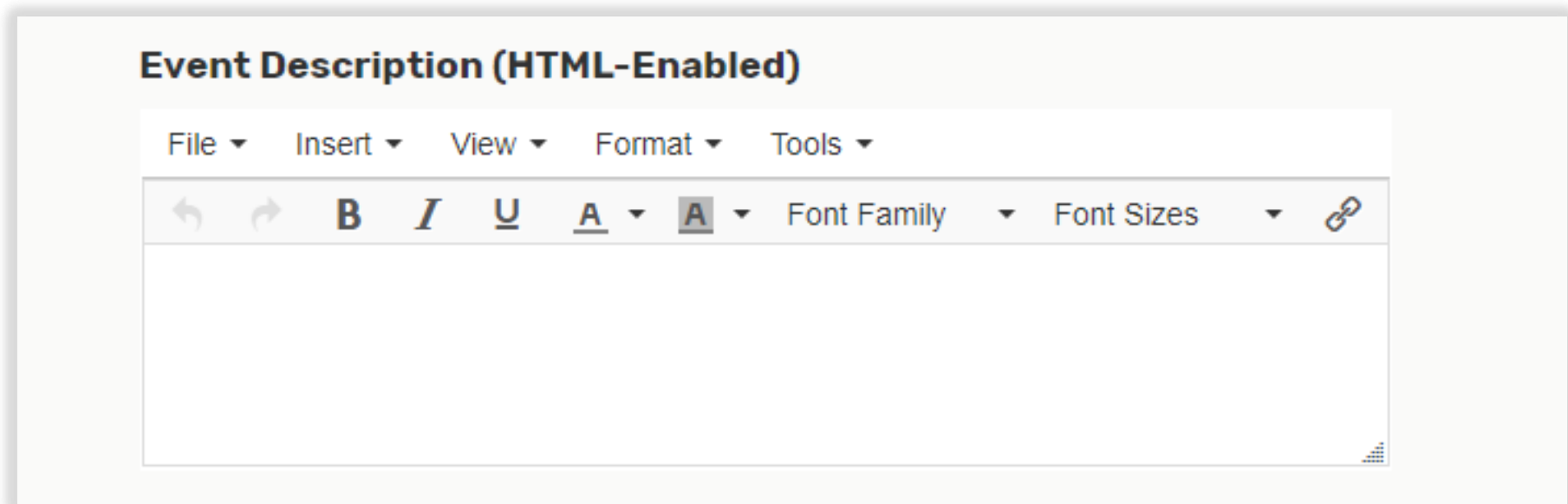
<p>Once all fields are filled out, scroll to the next section.</p>	<div> <div> <div>Event Name - Required ⓘ</div> <div>Quick Scehdule - Test</div> </div> <div> <div>Event Title - Required ⓘ</div> <div>Quick Schedule - Test</div> </div> <div> <div>Event Type - Required ⓘ</div> <div>Events Listing ☆ ▾</div> </div> <div> <div>Primary Organization for this Event - Required</div> <div> <div>1 - QUICK SCHEDULE ☆ ▾</div> <div>Remove</div> </div> </div> </div>
<p>Enter the “Expected Head Count” for your event.</p>	<div> <div>Expected Head Count - Required</div> <div></div> </div>

To place an “**Event Description**” type in the Event Description Box.

The Event Description gives you the opportunity to let your guests know any additional event details, as well as adding any links for advertisement of your event.

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.



Enter the “**Start**” date for your request.

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 you need any extra time before or after your event time, click the drop-down arrow next to “**Additional time**”.

Use the “**Pre-Event**” and “**Post-Event**” boxes to add Days, Hours and Minutes needed to set-up your event.

Note

The **Setup** and **Takedown** fields are utilized by the UE Laborers for the purpose of setting up and taking down resources.

Do not use these fields.

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

Select your preference for entering dates. Use the calendar to select Ad Hoc dates. Weekly and Monthly will go based off the first original start date.

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

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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	<div>Pre-Event Time - Oct 14, 9:00 AM</div> <div>Post-Event Time - Oct 14, 3:30 PM</div>		Active	Remove
Thu Oct 22 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 22, 9:00 AM</div> <div>Post-Event Time - Oct 22, 3:30 PM</div>		Active	Remove
Mon Oct 26 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 26, 9:00 AM</div> <div>Post-Event Time - Oct 26, 3:30 PM</div>		Active	Remove

Close

Event Locations

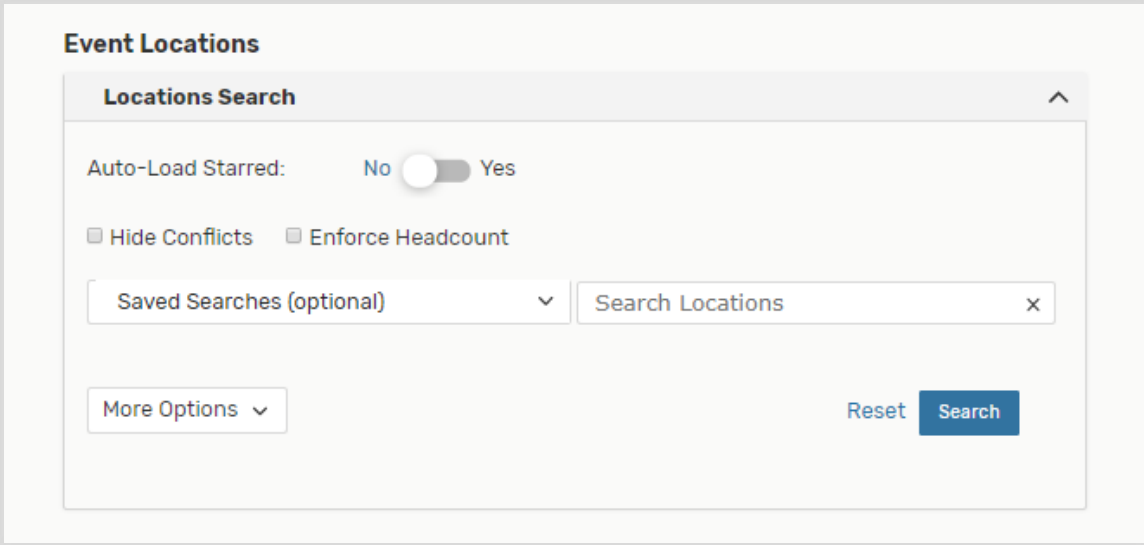
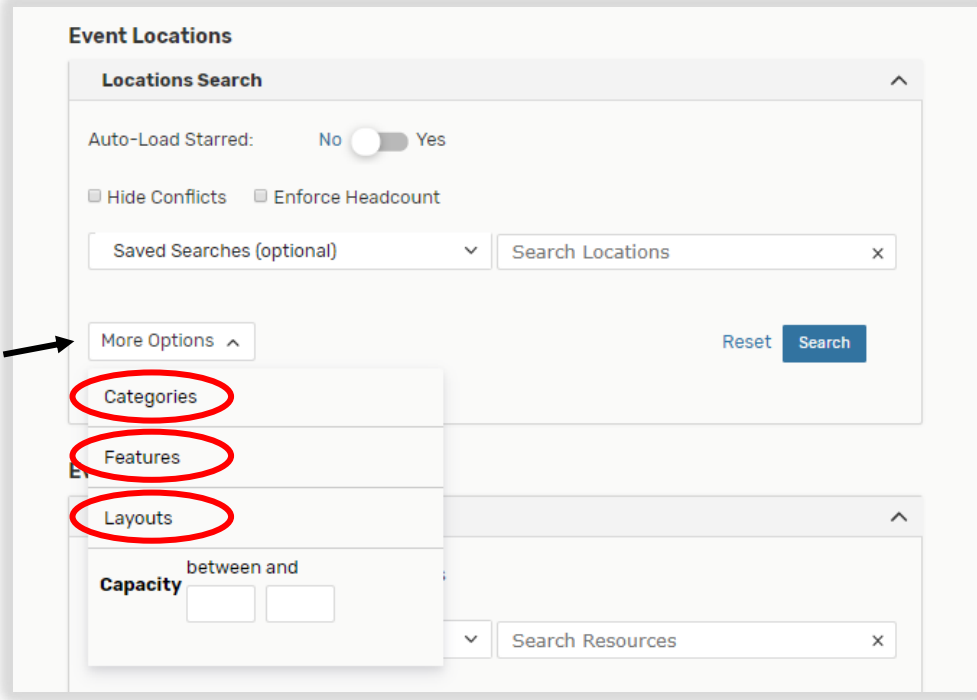
If there is one date on the occurrence you don't need, you can change it from **“Active”** to **“Cancelled”**.

Once all of your dates are chosen, scroll down.

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Remove
Wed Oct 14 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 14, 8:00 AM</div> <div>Post-Event Time - Oct 14, 3:30 PM</div>		Active	Remove
Thu Oct 22 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 22, 8:00 AM</div> <div>Post-Event Time - Oct 22, 3:30 PM</div>		Cancelled	Remove
Mon Oct 26 2020	11:00 am 3:00 pm	<div>Pre-Event Time - Oct 26, 8:00 AM</div> <div>Post-Event Time - Oct 26, 3:30 PM</div>		Active	Remove

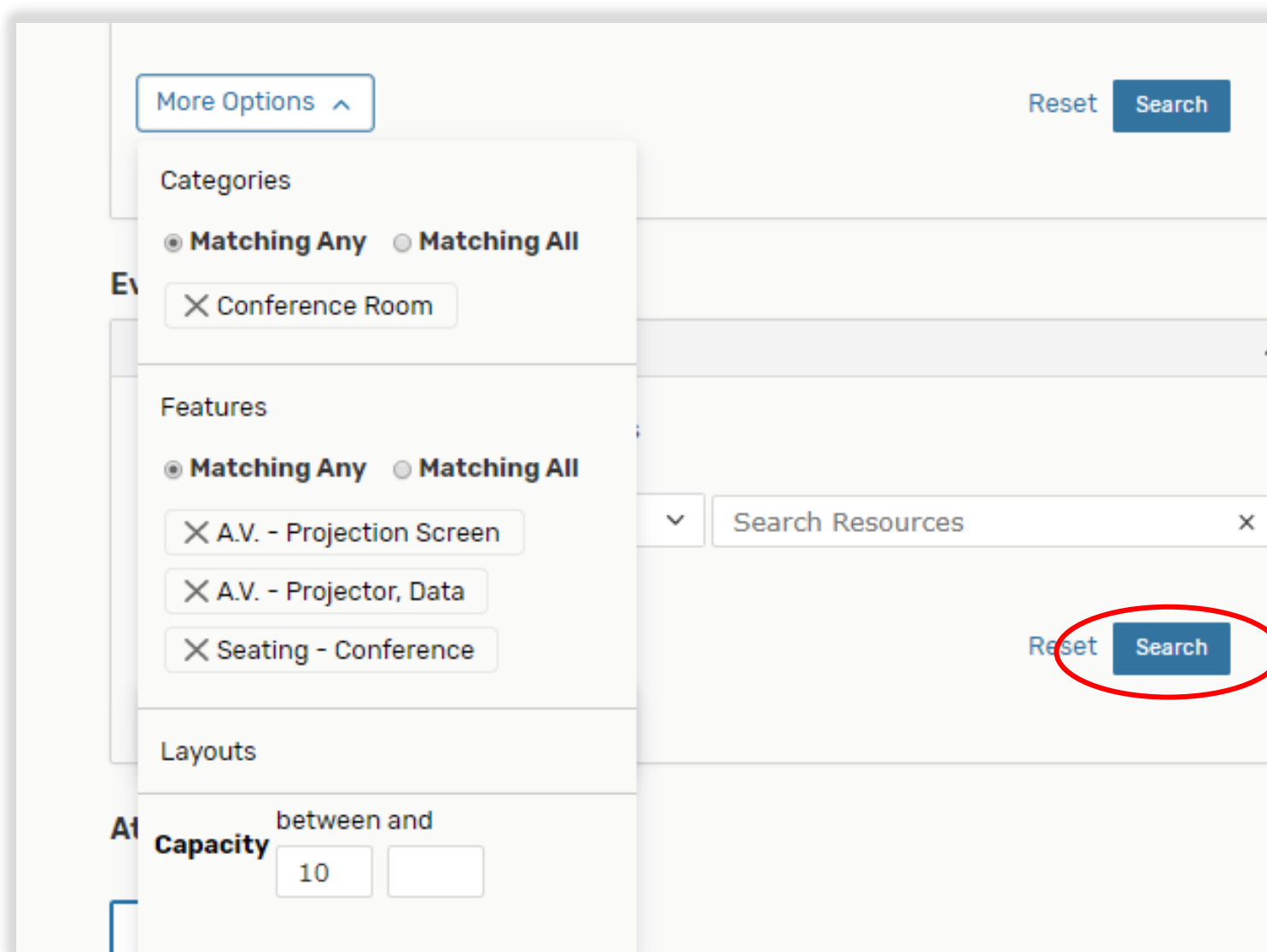
Close

<p>Select your Event Locations preference.</p> <p>*Note*</p> <p>Selecting a certain location in this section does not mean you are guaranteed this space.</p>	
<p>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.</p>	

You can keep clicking as many options as you like. Once you are finished selecting options hit “**Search**” to generate a list of spaces that match your requirements.



* If you want to hide unavailable rooms, click the box next to “Hide Conflicts” above the search box.

More Options ^

Reset Search

Categories

☒ Matching Any ☐ Matching All

✕ Conference Room

Features

☒ Matching Any ☐ Matching All

✕ A.V. - Projection Screen

✕ A.V. - Projector, Data

✕ Seating - Conference

Layouts

Capacity between and

10

Search Resources

Reset Search

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.

More Options

Reset

Search

Available					
Reserve	SAG2132	Sage Hall 2132 - Extended University Conference Room	10	2/2	None
Reserve	SOL1174	Solano Hall 1174 - Conference Room	12	2/2	None
Reserve Available	SOL2175	Solano Hall 2175 - Conference Room	23	1/2	Conflict Details
Request	SUB1080	Student Union Building 1080 - Conference Room	26	2/2	None
Request	SUB2021	Student Union Building 2021 - Conference Room	12	2/2	None

<p>Click on the space you want to reserve.</p> <p>Once it is selected, it will show up under the location search.</p> <p>*Note*</p> <p>You can select as many locations as you would like to reserve at the same date/time.</p> <p>If you selected a space and would like to remove it, click “Remove”.</p> <div> <div>Remove</div> <div>View Occurrences</div> </div>	<div> <div> <div>Locations Search</div> <div> <div>Auto-Load Starred: No Yes</div> <div> <input checked="" type="checkbox"/> Hide Conflicts <input type="checkbox"/> Enforce Headcount </div> <div> <div>Saved Searches (optional)</div> <div>Search Locations</div> </div> <div> <div>More Options</div> <div> <div>Reset</div> <div>Search</div> </div> </div> </div> <div> <div> <div>BTE2810</div> <div>Bell Tower East 2810 - Conference Room</div> <div>Capacity: 12</div> </div> <div> <div>Included dates:</div> <div>Wed Oct 14 2020, Mon Oct 26 2020</div> </div> <div> <div>Remove</div> <div>View Occurrences</div> </div> </div> </div> </div>
<p>Events Listings <u>DO NOT</u> use any resources.</p> <p>Skip this section and scroll down.</p>	<div> <div> <div>Event Resources</div> <div> <div>Resources Search</div> <div> <div>Auto-Load Starred: No Yes</div> <div> <div>Saved Searches (optional)</div> <div>Search Resources</div> </div> <div> <div>More Options</div> <div> <div>Reset</div> <div>Search</div> </div> </div> </div> </div> </div> </div>

Fill out the “**Event Custom Attributes**” that are applicable for your Events Listing Request.

Continue by scrolling down to next section.

Event Custom Attributes

X
Audience - Campus Community

No
☐
Yes

X
Audience - Invitation Only


No
☐
Yes


X
Audience - Open To The Public


No
☐
Yes


X
Audience - Students


No
☐
Yes


X
Billing Contact Name


X
Billing Contact Phone Number


X
Contact Email


X
Contact Name


X
Contact Phone Number


X
Name Of Caterer


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

☐

Maintenance [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

e

Under “**Requirements**” select any category that may be applicable to your meeting or event.

Once complete, scroll down.

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

☐ 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

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

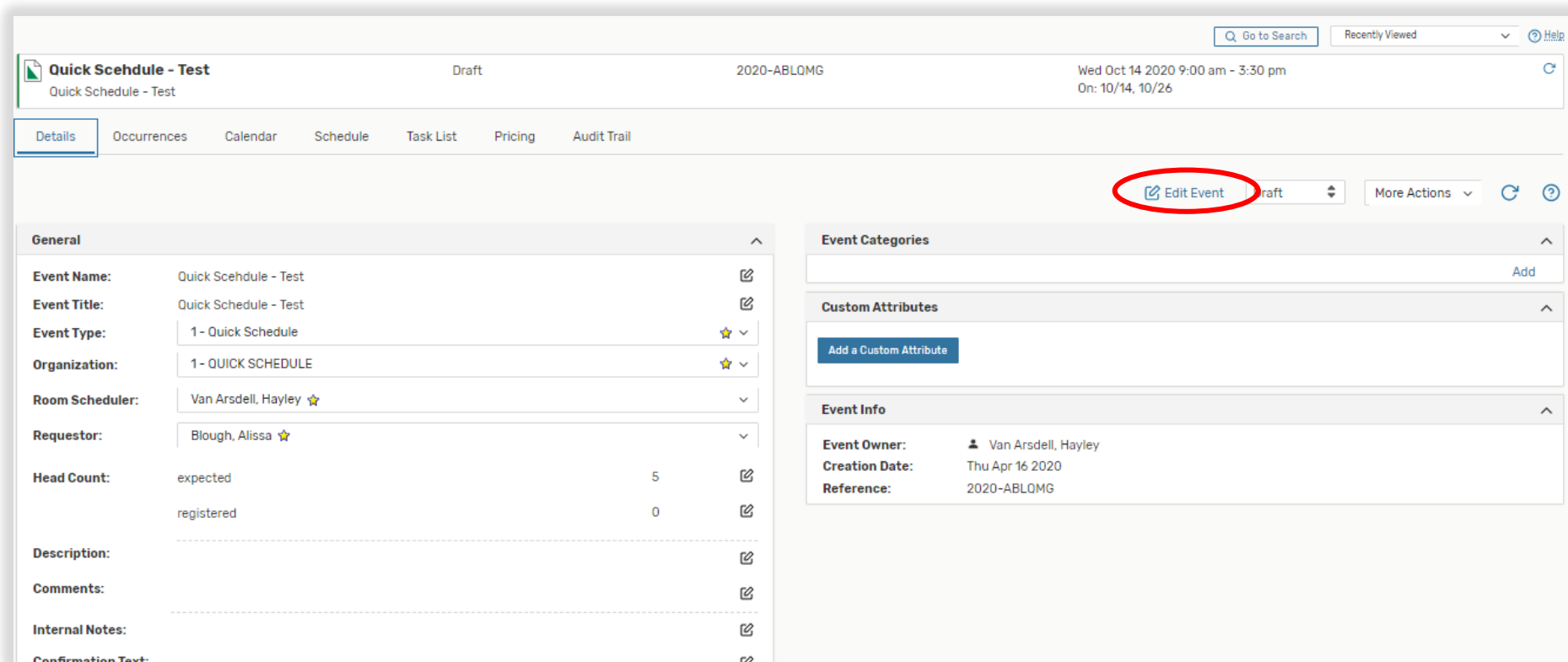
Save

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.



The screenshot displays the 'Quick Schedule - Test' event page in a 'Draft' state. The top navigation bar includes a search bar, 'Recently Viewed' dropdown, and a 'Help' icon. The event details are as follows:

Section	Field	Value	Action	
General	Event Name	Quick Schedule - Test	Edit	
	Event Title	Quick Schedule - Test	Edit	
	Event Type	1 - Quick Schedule	Star	
	Organization	1 - QUICK SCHEDULE	Star	
	Room Scheduler	Van Arsdell, Hayley	Star	
	Requestor	Blough, Alissa	Star	
	Head Count	expected	5	Edit
		registered	0	Edit
	Description		Edit	
	Comments		Edit	
Internal Notes		Edit		
Confirmation Text		Edit		
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		

At the top right of the event details, there is a red circle around the 'Edit Event' button, which is currently disabled (grayed out) because the event is in a 'Draft' state. Other buttons like 'More Actions', 'Refresh', and 'Help' are also visible.

V. Full Detail Event Request

a. Definition of a Full Detail Event Request

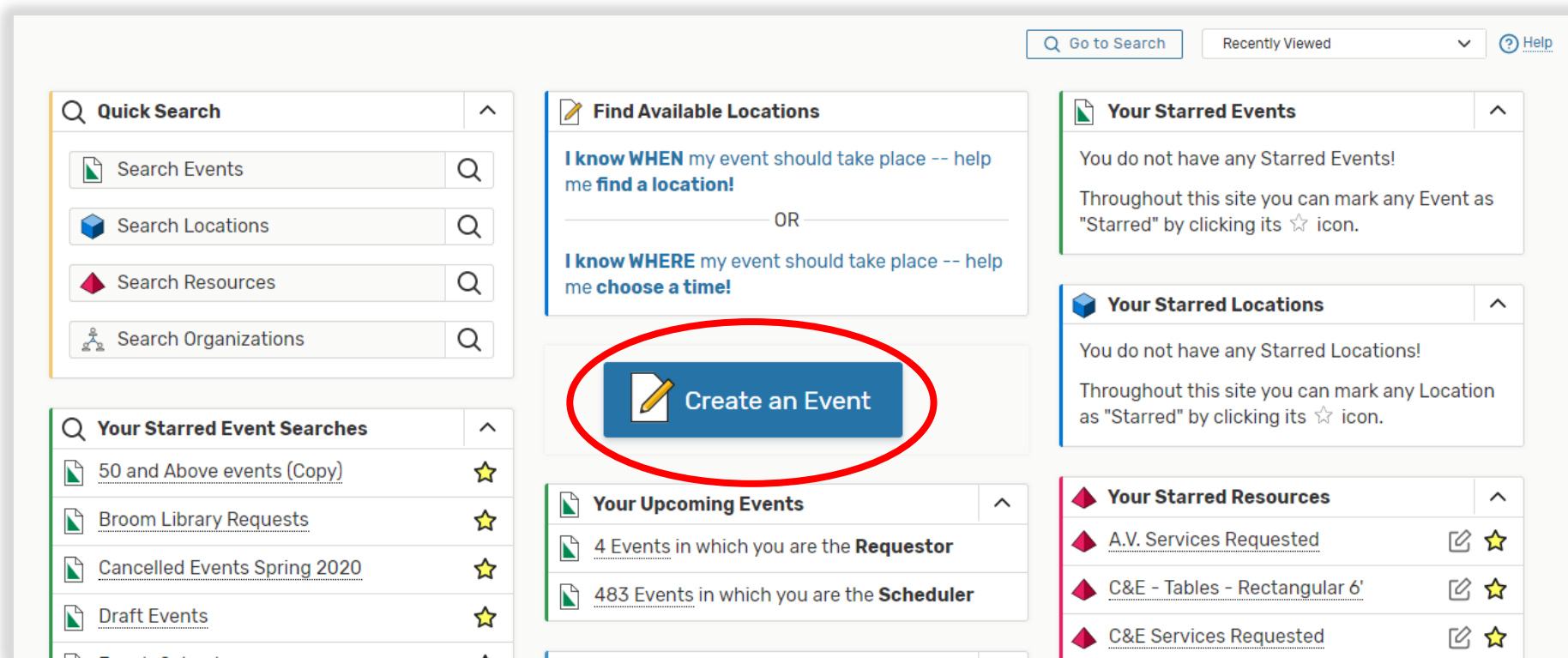
A Full Detail Event is any request that would include any of the following:

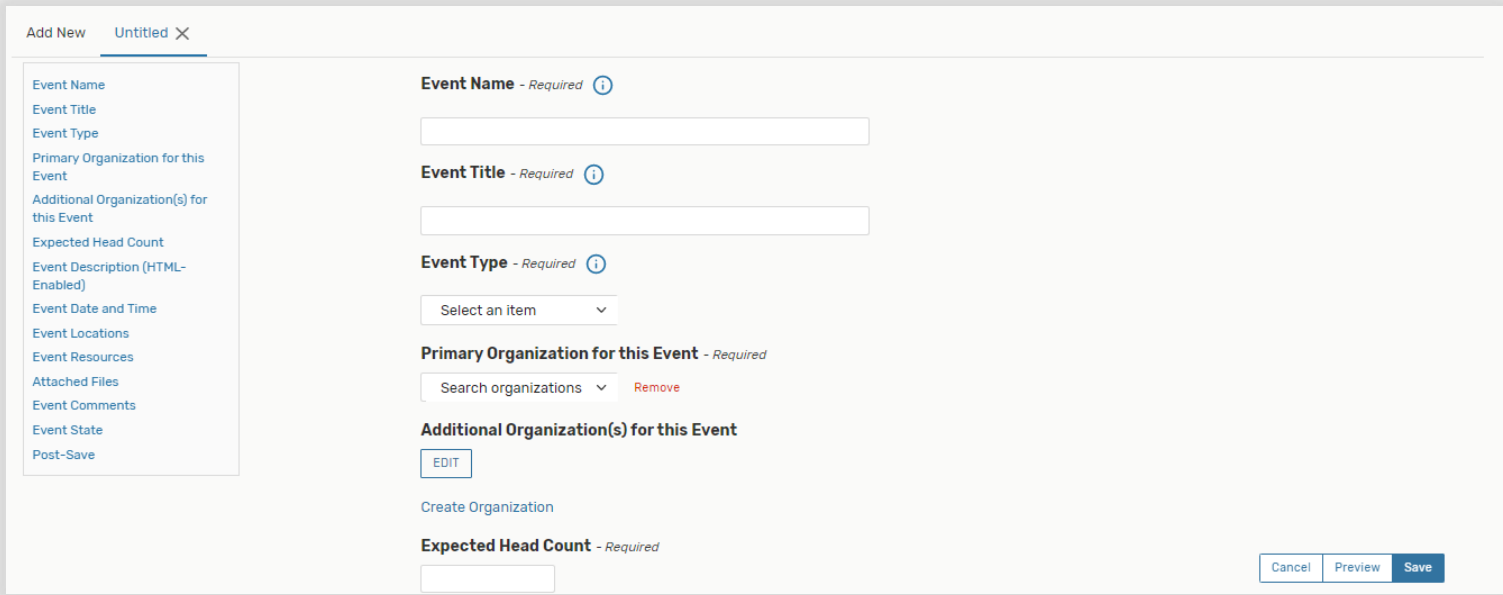
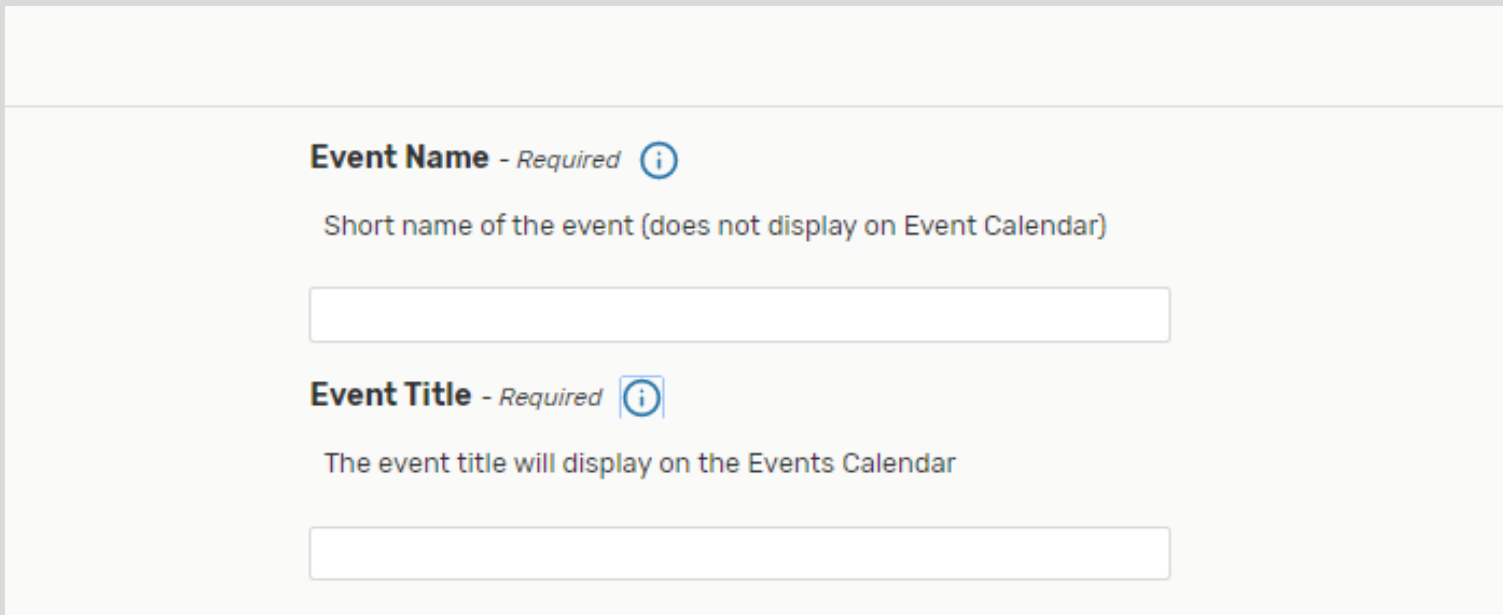
- i. University Events
 - a. Request of an Event Specialist
 - b. Request for Participation of President
 - c. A.V. Resources Needed [i.e. Microphone(s), Mic. Stand(s), Mixer, Speakers, Projector & Projection Screen, etc.]
 - d. Police & Parking Services [Request of V.I.P. Parking Stalls, Parking Lot 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. Facilities Services
 - 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. John Spoor Broome Library - Library Services needed [i.e. Approval for use of space, after hours use to schedule O.T. staff coverage, etc.]
- iv. I.T. - 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.



<p>You will be directed to the “Event Wizard” where you will begin to fill out the request form.</p>	
<p>Start by filling out the “Event Name” and “Event Title”.</p> <p>These are required fields, they must be filled out in order to save your request.</p> <p>The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar.</p>	

<p>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”.</p> <p>*Note* You should not be selecting “I – Quick Schedule” or “Events Listing”. If your event does not need any resources, see the Quick Schedule or Events Listing Pages.</p>	<div> <div> Event Type - Required ⓘ <div> Select an item <div>▼</div> </div> </div> <div> Primary Organization for this Event - Required <div> Search organizations <div>▼</div> </div> <div>Remove</div> </div> <div> Additional Organization(s) for this Event <div>EDIT</div> <div>Create Organization</div> </div> </div>
<p>Once all fields are filled out, scroll down.</p>	<div> <div> Event Name - Required ⓘ <div> Full Event Request Test </div> </div> <div> Event Title - Required ⓘ <div> Full Event Request Test </div> </div> <div> Event Type - Required ⓘ <div> Meeting <div>★ ▼</div> </div> </div> <div> Primary Organization for this Event - Required <div> CONFERENCES & EVENTS <div>★ ▼</div> </div> <div>Remove</div> </div> </div>

Enter the “**Expected Head Count**” for your event.

Additional Organization(s) for this Event

EDIT

Create Organization

Expected Head Count - Required

150

Event Description (HTML-Enabled)

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷

B

I

U

A ▾

A ▾

Font Family ▾

Font Sizes ▾

🔗

To place an “**Event Description**” type in the Event Description Box. This can be viewed by anyone looking at this request in 25Live and by clicking on the Event name on the Event Calendar.

Event Description (HTML-Enabled)

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷

B

I

U

A ▾

A ▾

Font Family ▾

Font Sizes ▾

🔗


Once all fields are filled out,
scroll to next section.

Expected Head Count - Required

150

Event Description (HTML-Enabled)

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 

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

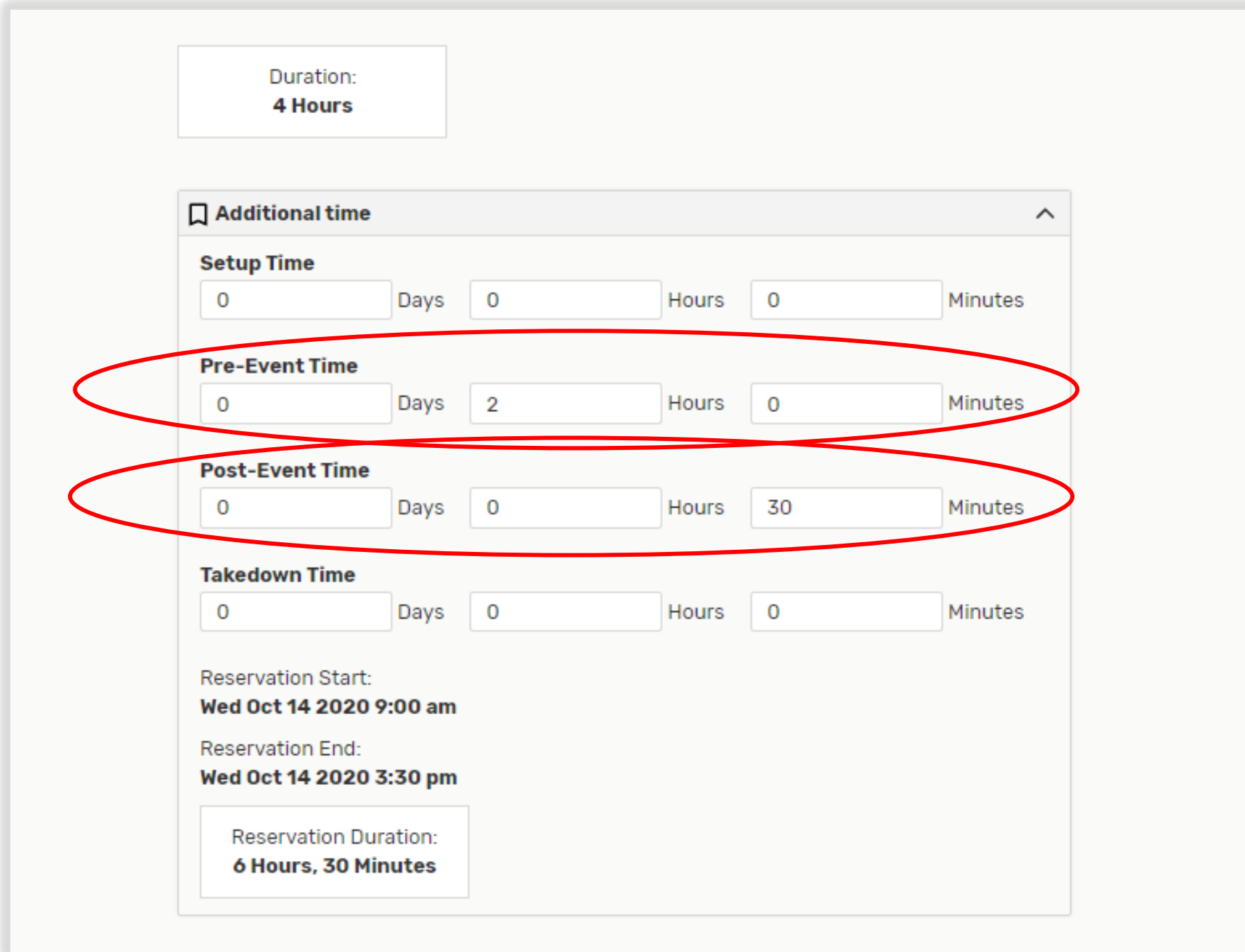
on the same day

If you need any extra time before or after your event time, click the drop-down arrow next to “**Additional time**”.

Use the “**Pre-Event**” and “**Post-Event**” boxes to add Days, Hours and Minutes needed to set-up your event.

Note

Do not use these fields. The **Setup** and **Takedown** fields are utilized by the UE Laborers for the purpose of setting up and taking down resources.



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.



Select your preference for entering dates. Use the calendar to select Ad Hoc dates. Weekly and Monthly will go based off the first original start date.

Wed Oct 14 2020 9:00 am

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

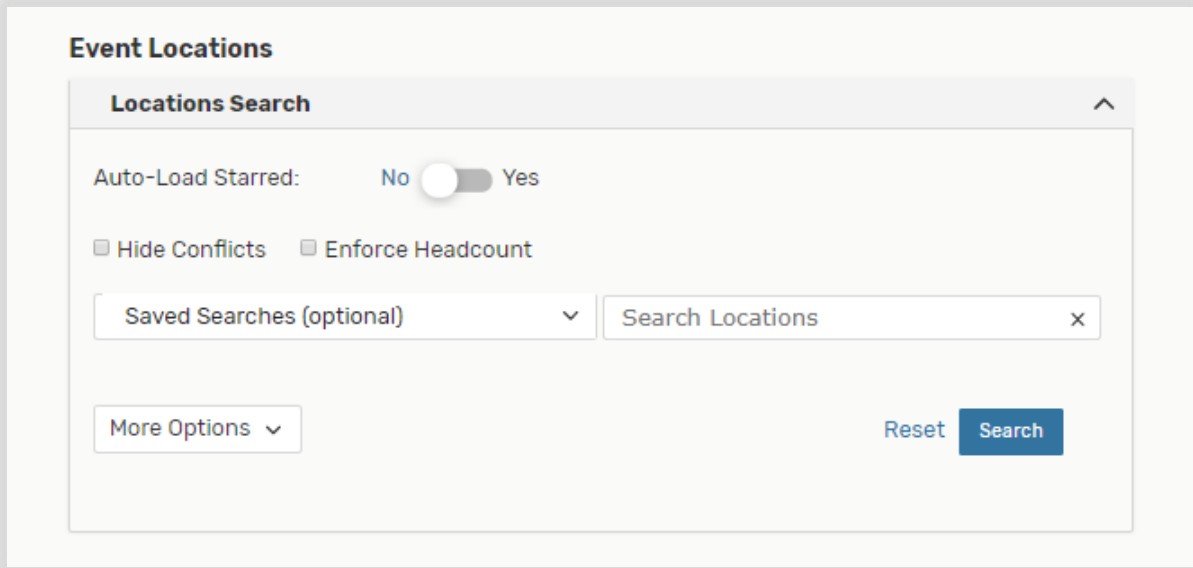
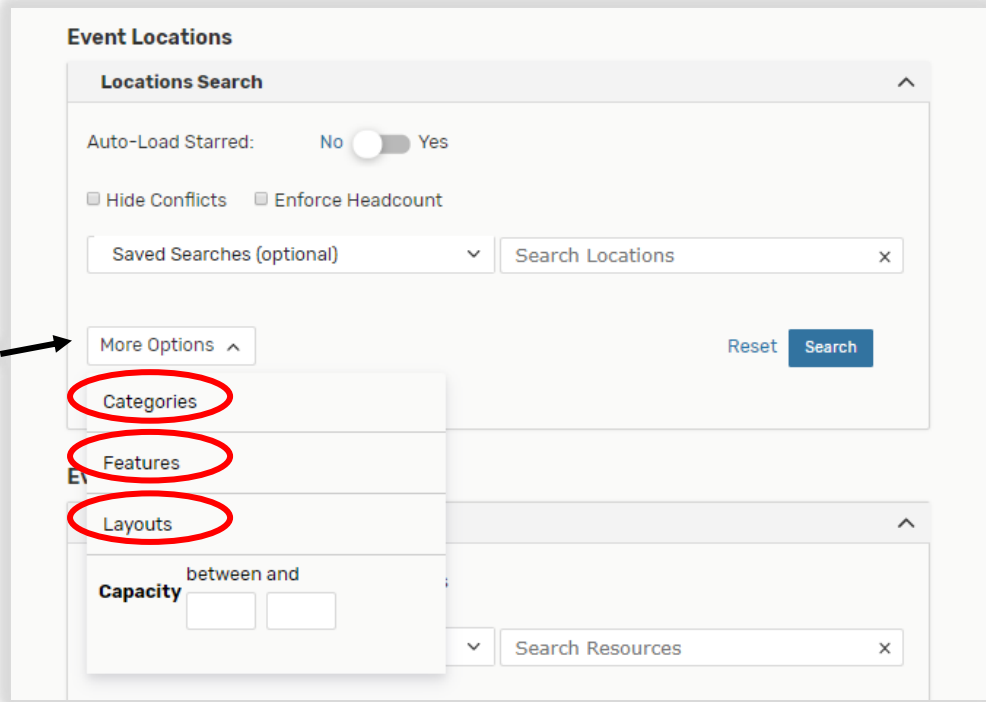
>

>>

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

49 of 63
| Page

<p>Select your Event Locations preference.</p> <p>*Note* Selecting a certain location in this section does not mean you are guaranteed this space.</p>	
<p>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.</p>	

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.

More Options ▾

Reset

Search

Available					
Reserve	SAG2132	Sage Hall 2132 - Extended University Conference Room	10	2/2	None
Reserve	SOL1174	Solano Hall 1174 - Conference Room	12	2/2	None
Reserve Available	SOL2175	Solano Hall 2175 - Conference Room	23	1/2	Conflict Details
Request	SUB1080	Student Union Building 1080 - Conference Room	26	2/2	None
Request	SUB2021	Student Union	12	2/2	None

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

More Options

Reset

Search

BRO PLAZA

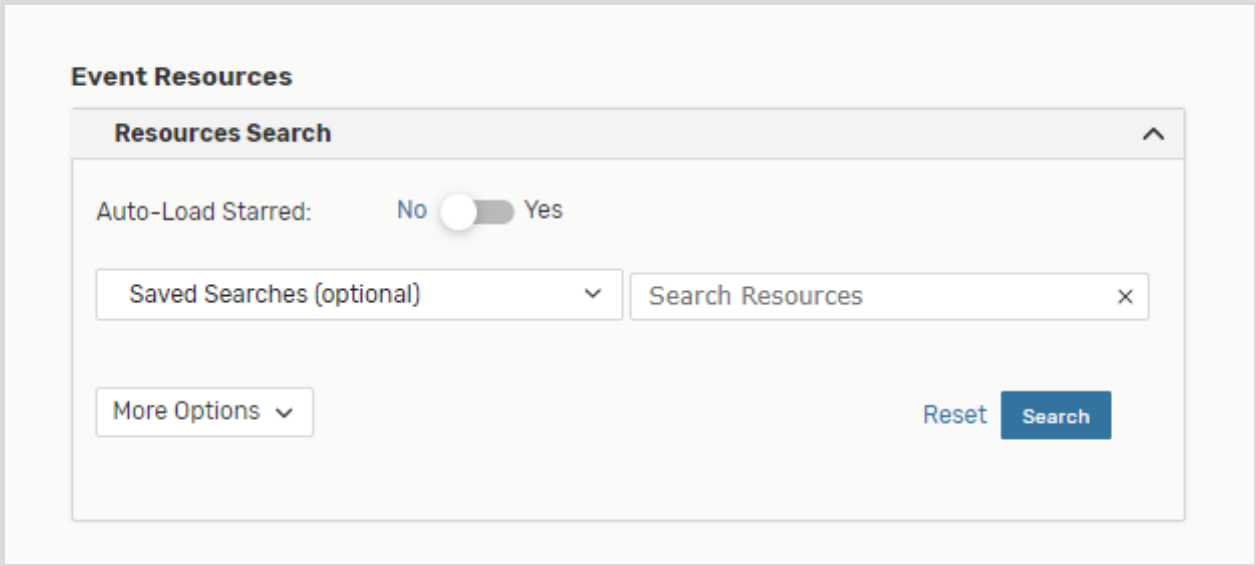
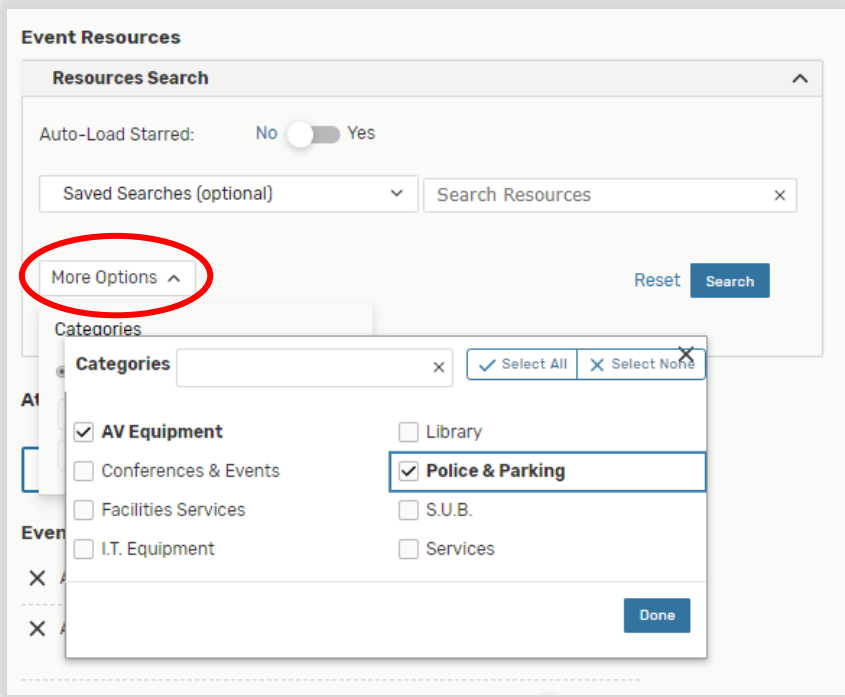
Broome Library Plaza

Capacity: 700

Date	Time	Conflicts	Shared	Layout	Instructions
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="checkbox"/>	Theater/Ai	Must arrange

Remove

View Occurrences

<div> <div>Select your Resource preference(s).</div> <div> <div>*Note*</div> <div>Selecting certain resources in this section does not mean you are guaranteed them.</div> </div> </div>	<div>  </div>
<div> <div>If you want to do an Advanced Search, click that option to find specific resources needed.</div> </div>	<div>  </div>

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.

More Options ▾

Reset

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	C&E - American Flag	1 / 1	None
Unavailable		C&E - Banner Frame	0 / 0	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	C&E - Beverage Tub - Large	4 / 4	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	C&E - California Flag	1 / 1	None
<input type="text" value="150"/>	<input type="button" value="Reserve"/>	C&E - Chairs - Almond/Folding	290 / 400	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	C&E - Chairs - Big Red Chair	1 / 1	None
Unavailable		C&E - Chairs - Grand Salon (Grey)	0 / 400	Conflict Details
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	C&E - Chairs - Malibu Hall (Bumundv)	300 / 300	None

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.

C&E - Chairs - Almond/Folding			
Date	Time	Conflicts	Instructions
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="text"/>
<div>Remove</div> <div>View Occurrences</div>			

C&E Services Requested			
Date	Time	Conflicts	Instructions
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="text"/>
<div>Remove</div> <div>View Occurrences</div>			

A.V. Services Requested		
Date	Time	Conflicts
Wed Oct 14 2020	11:00 am - 3:00 pm	
<div>Remove</div> <div>View Occurrences</div>		

A.V. - Mic Stands		
Date	Time	Conflicts
Wed Oct 14 2020	11:00 am - 3:00 pm	
<div>Remove</div> <div>View Occurrences</div>		

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

C&E - Chairs - Almond/Folding						
Date	Time	Conflicts	Instructions	Quantity	Available	
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="text"/>	150	290/400	
<div>Remove</div> <div>View Occurrences</div>						

C&E Services Requested						
Date	Time	Conflicts	Instructions	Quantity	Available	
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="text"/>	1	Unlimited	
<div>Remove</div> <div>View Occurrences</div>						

C&E - Podium						
Date	Time	Conflicts	Instructions	Quantity	Available	
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="text"/>	1	3/5	
<div>Remove</div> <div>View Occurrences</div>						

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

X Abbreviated Event Name For Signage

X Audience - Campus Community No ☐ Yes

X Audience - Invitation Only No ☐ Yes

X Audience - Open To The Public No ☐ Yes

X Audience - Students No ☐ Yes

X Billing Contact Name

X Billing Contact Phone Number

X Contact Email

X Contact Name

X Contact Phone Number

X Detail Image

X Event Accounting String

X Event Accounting String, Co-Sponsored?

X Event Image

X Event Image Alt Text

X Event Image Url

X Fees Required? No ☐ Yes

X Registration Required? No ☐ Yes

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

Comment

☐ Fire Marshal Approval Needed

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 Roxanne Herlien.

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

☐ 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)



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

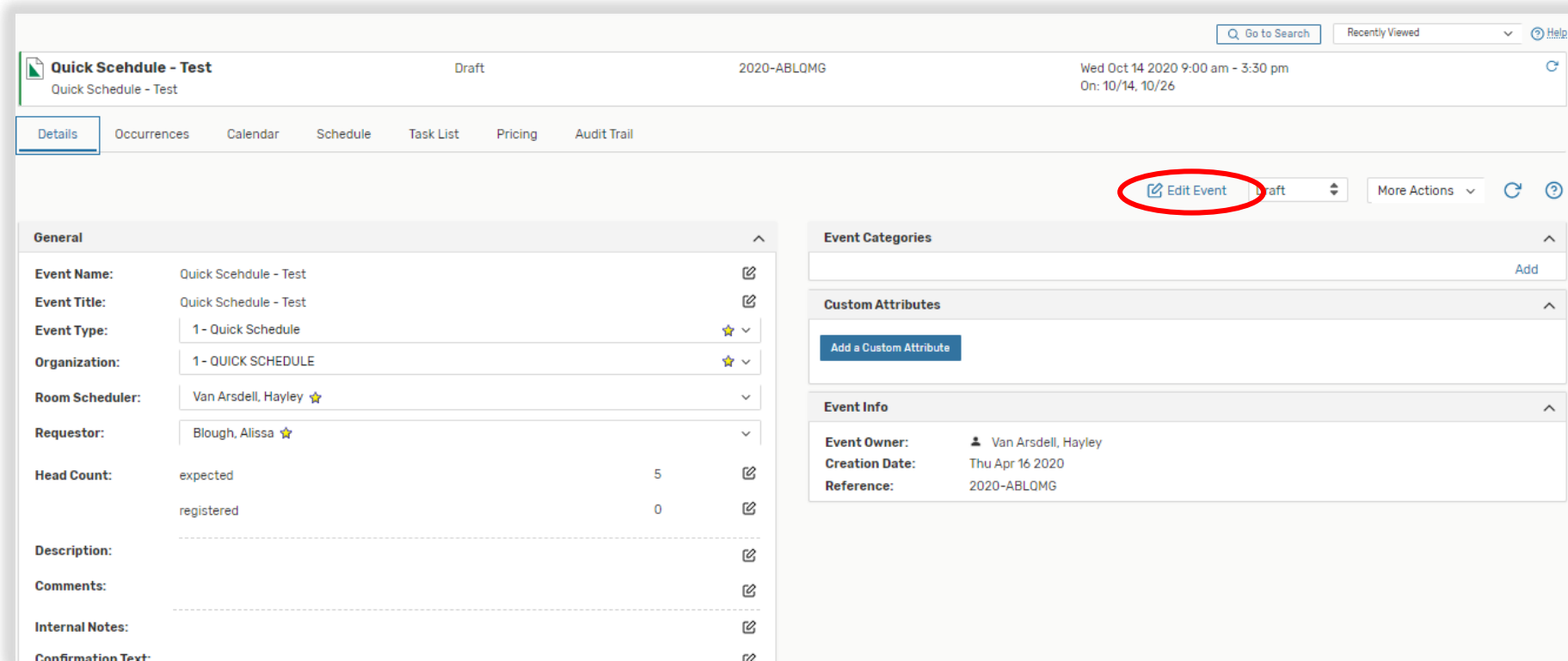
Save

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.



The screenshot displays the 'Quick Schedule - Test' event page in the 25Live Pro system. The event is currently in a 'Draft' state. The top navigation bar includes tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. The 'Details' tab is active, showing a form with various fields for event information. On the right side of the form, there is a red circle highlighting the 'Edit Event' button, which is used to modify the event details. Other buttons visible include 'Draft', 'More Actions', and 'Add'. The form fields include 'Event Name', 'Event Title', 'Event Type', 'Organization', 'Room Scheduler', 'Requestor', 'Head Count', 'Description', 'Comments', 'Internal Notes', and 'Confirmation Text'.

VI. 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**.

VII. Campus Space Notes

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:

I – Other Location:

- For any location on campus that does not come up under the [Event Location Section](#), select “**I – Other Location**” and write the location name in the comments section of the Location.

VIII. 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