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25Live User Training Fall 2018

Agenda

- I. Navigating the Event Wizard and placing 25Live requests
- II. 25Live reservation flow chart
- III. Event edits and cancellations
- IV. Finding your events, locations and resources in 25Live
- V. University processes and policies
- VI. Campus space notes
- VII. Resources
- VIII. Rentals from an external vendor
- IX. Fire Marshal permits
- X. Event charges
- XI. Workflow Users

Navigating the Event Wizard

25Live User Manual

1. Quick Schedule
 - a. Definition
 - b. Test
2. Full Event
 - a. Definition
 - b. Test

25Live Reservation Flow Chart



Step 1

Event Requestor places an event request in 25Live, including the location and resources needed and saves the event.

The event is saved as a "DRAFT" and is sent to the back-end of 25Live for processing.

All locations/resources are saved as "PREFERENCES" but are not held for the event.



Step 2

Conferences & Events receives the event request and processes it to a "TENTATIVE" state.

If any locations or resources requested are not available, C&E will inform the requestor and provide alternate options.

All locations/resources are held.



Step 3

The event, including resources requested is sent to each service provider for them to generate work orders and get on their staff's schedules.

The service provider will approve their services in 25Live.

If for some reason they are not able to accommodate the request, they will contact C&E and C&E will contact the requestor.



Step 4

Once all service providers have approved their services, C&E will save the event as "CONFIRMED".

The event will populate to the events calendar at www.csuci.edu/events, unless requested otherwise.



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Event Edits & Cancellations

Draft Events

- If your event is still in a “DRAFT” state, you are able to edit or cancel the event, locations and resources.
- Please note that you are only able to edit your own events, requestors do not have the access to edit reservations that were made by another person.

Tentative/Confirmed Events

- If your event has been processed to a “TENTATIVE” or “CONFIRMED” state, you are not able to edit or cancel the request. Please email Tyler Lombardi (tyler.lombardi@csuci.edu) or (events@csuci.edu) and the request will be completed within 2 business days.
- Please note that all edits must be requested at least 2 weeks before the event.

Finding Your Events in 25Live

To find events in 25Live that you did or did not create, search by:

- Event Name
- Event Reference Number
- Location/Date

To find events in 25Live that you did create, go to the “Dashboard” tab of 25Live:

- For Event Drafts, search for the box labeled “Your Event Drafts”



- For Events in a Tentative or Confirmed State, search for the box labeled “Your Upcoming Events”



* Your events will be listed under the events in which you are the “Requestor”

Finding Locations & Resources in 25Live

To see what resources the event has reserved:

- Once you have the event reservation open, hit the + symbol in the top right corner under “Event Occurrences”.

Event Occurrences			
Date	Start Time	End Time	Additional Details
Sat Oct 21 2017	8:00 am	3:00 pm	GRAND SALON (28 resources)

- The Locations will appear on the left of the drop-down and the Resources will appear on the right.

Event Occurrences			
Date	Start Time	End Time	Additional Details
Fri Oct 06 2017	12:00 pm (Thu Oct 05 2017) Setup	7:00 am Start	12:00 pm End
MAL0100 Layout: Dining - Rounds Of 8	A.V. - Audio System [Quantity: 1] A.V. - Mic Stands [Quantity: 2] A.V. - Mic - Wireless [Quantity: 2] A.V. Services Requested [Quantity: 1] C&E - Chairs - Malibu Hall (Burgundy) [Quantity: 130] <i>Instructions: Malibu Hall 100 use only.</i>		

University Processes & Policies

Processes for Events

Timelines for Event Requests will go as follows:

- All Quick Schedule requests must be placed through 25Live a minimum of 5 days prior to the event start date.
- All Events Listing requests must be placed through 25Live a minimum of 5 days prior to the event start date.
- All Full Event requests must be placed through 25Live a minimum of 2 weeks prior to the event start date.

Events during pre-finals week and finals week:

- Events that do **not** support the review and preparation for finals should **not** be held during pre-finals and finals weeks.
SA.18.001

* The Conferences & Events office reserves the right to deny any/all requests put in that do not meet these processes/policies.

Processes for Classroom Usage

- The use of campus classrooms is prohibited 1 week prior to the beginning of each semester, 2 weeks after the beginning of each semester, and the last 2 weeks of the semester.
- All classroom reservations for dates that are during a semester, must be placed 2 weeks after the beginning of each semester.
- Any requests for classroom usage during the semester that are put in before the 2 week date will be denied.



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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.

Outdoor Locations:

- For restroom use in any outdoor locations, please request to use the restrooms in the nearest building in the Facilities Services Requested box in the Resources Section.



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Campus Space Notes

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. This will be labeled in the resource name.

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.

Off Campus Locations:

- For any University sponsored event taking place off campus, a 25Live reservation will need to be made using “Off Campus” as the location and write the location and address of the event in the comments.

Not for general use spaces:

- When selecting a location in the Event Wizard, always look at the “Setup Instructions”. If a space is owned by a program on campus or is not to be used for general events/meetings, this will be outlined in the Setup Instructions. Any events with special permission to request a space that is not for general use must inform the C&E office in the “Comments” section of the Event Wizard.



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Campus Space Notes

Unlocking/Locking of Event Spaces:

Conference Rooms:

- All general use conference rooms are programmed to be unlocked from 8:00am to 5:00pm Monday-Friday.

Classrooms:

- During the Academic Semester, *most* general use classrooms are programmed to be unlocked from 7:15am to 10:15pm Monday-Thursday and 7:15am to 5:15pm on Friday.
- During academic breaks and weekends, all classrooms will be locked and will need to program special unlock/lock times by placing a Full Event and providing an accounting string.

Event Spaces:

- All event spaces such as Grand Salon, Petit Salon and Malibu Hall 100 are locked and will need to program special unlock/lock times by placing a Full Event and providing an accounting string.

* In the event that the space you requested will not be automatically unlocked, the Conferences & Events office will contact you and assist in programming lock schedules for your event.



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Campus Space Notes

Petit Salon:

- Due to the entrance ramp of Petit Salon not meeting ADA regulations, Petit Salon is not available for external events or events with an external audience.
- Petit Salon does not have great lighting, all events using the space in the evening should request “Par Lights” in the resources section of the Event Wizard. If the event needs additional lighting, lighting will need to be rented by an external vendor.

Broome Library 1320, Exhibition Hall:

- Broome 1320 is not available for any events the last 6 weeks of the semester.

Malibu Hall 100:

- Malibu Hall 100 is now partially being used as a classroom and has limited availability. Please contact Tyler Lombardi (tyler.lombardi@csuci.edu) for any questions regarding availability of the space.

Outdoor Locations:

- Facilities Services is no longer providing lighting of any sort to outdoor events. Any event taking place in the evening in an outdoor location will need to rent lighting from an external vendor.

Resources

Resources needed for catering:

Whenever catering is being served for a meeting or event, a Full Event Request will need to be placed and request:

- At least (2) 6ft tables
- Trash Cans
- Recycle Cans

All resource numbers depend on the amount of guests attending. Please connect with the Catering Manager, Bridget Partida (bridget.partida@csuci.edu) to place a BEO or for any questions regarding catering needs.

Food Trucks:

- All food trucks must be vetted through University Auxiliary Services, Roxanne Herlien (roxanne.herlien@csuci.edu)
- University Auxiliary Services charges \$150.00 per food truck, per day
- Parking requires each food truck to have a \$3.00 parking permit per food truck, per day

Requesting an Event Specialist:

- If you would like an Event Specialist to assist in the logistical planning of your event, select “C&E - Event Specialist Requested” under the Resources Tab in the Event Wizard
- The Conferences & Events Director will review the event and assign you an Event Specialist based on availability once the event has been processed



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Rentals on Campus

Rentals From an External Vendor

Step 1: Inform the Conferences & Events office that rentals will be used at your event. If needed, C&E will ask that you meet with the Grounds Manager, Jason Hughes or Electrician, Jose Zaragoza to go over possible rental locations and resource needs. If Fire Marshal approval is needed, C&E will create a layout and complete the form for you, providing any conditions the vendor needs to meet.

Step 2: Contact Procurement and Risk Management to get the vendor approved and paid to come to campus. If the vendor has not previously been to campus, the office will provide you with a list of items needed from the vendor, including insurance.

Step 3: Be onsite during rental drop-off before the event and pick-up after the event. Provide the vendor with the approved layout for rental placement and ensure no trucks, cars or trailers are driving or parking on the grass.

* Please note that if the vendor plans to stay on campus during the duration of the event, all vendor vehicles will need a parking permit. This can be requested through 25Live, or the vendor can purchase a permit at one of the permit kiosks on campus.



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Fire Marshal Permits

When do I need to get Fire Marshal approval for my event?

- Anytime there is a structure larger than 10' x 20' (this includes multiple EZ-Up tents put together)
- Anytime a generator is being used
- Anytime candles, open flames or portable heaters are being used

How do I get Fire Marshal approval?

- Contact the Conferences & Events office and provide details on what is being used at the event. C&E will create a layout of the event and ask for any necessary documents for permit approval.
- C&E will submit the application through GOVMotus for the Fire Marshal to review.
- The Fire Marshal will issue a permit for the event. If any conditions are needed from the vendor, these will be outlined on the permit (i.e. vendor must have a fire extinguisher onsite during event).
- C&E will send the permit to the event requestor. Requestor must have the permit printed out and onsite during the event.

Is there a cost associated with Fire Marshal approvals?

- Yes, this cost depends on the amount of time it takes the Fire Marshal to review the request and if the Fire Marshal comes to campus to inspect the setup.
- Event requestors should budget for about \$215.00 and up for this process.



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Accounting Strings/Charges

General Fund Accounts:

Facility Space = No Charge

Resources = No Charge

A.V. Services = **Charge** (overtime hours only)

Custodial/Grounds/Electricians = **Charge** (dependent on size of event/request)

Parking = **Charge**

C&E Student Services = **Charge**

Fire Marshal = **Charge**

Non-General Fund Accounts:

Facility Space = **Charge**

Resources = **Charge** (included in facility space fee)

A.V. Services = **Charge** (overtime hours only)

Grounds/Electricians = **Charge** (dependent on size of event/request)

Custodial = **Charge** (weekend and large scale events)

Parking = **Charge**

C&E Student Services = **Charge**

Fire Marshal = **Charge**

* All internal event charges will be given a discounted internal rate



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Workflow Users

If you are an approver of an Organization, Location or Resource in 25Live, you are a “*Workflow User*”.

Each day you will receive an email from 25Live letting you know if you have any tasks that need to be approved. To approve any tasks assigned to you:

- Log into 25Live, on the Dashboard look for the box labeled “Tasks”. Any tasks that need to be approved can be found by clicking “Flagged Tasks” or “Outstanding Tasks”



- Here it will generate a list of events that need your approval. Click the name of the event to view what is requested, once you have confirmed you are able to approve the event click the green “Approve” button.

PRESIDENT'S IE TASK FORCE RETREAT	President's IE Task Force Retreat	<input type="checkbox"/> C&E - Student Services Requested	Active / In Progress	<input type="checkbox"/> Approve? / <input type="checkbox"/> Deny?	Oct 24 2017	Nov 29 2017	2017-ABDJQB	Lombardi, Tyler
REI CENTRAL COAST OUTDOOR PROGRAMS	REI Central Coast Outdoor Programs	<input type="checkbox"/> C&E - Student Services Requested	Active / In Progress	<input type="checkbox"/> Approve? / <input type="checkbox"/> Deny?	Oct 23 2017	Apr 14 2018	2017-ABBWWJ	Lombardi, Tyler
VPA CONFERENCE SHUTTLES	VPA Conference Shuttles	<input type="checkbox"/> C&E - Student Services Requested	Active / In Progress	<input type="checkbox"/> Approve? / <input type="checkbox"/> Deny?	Oct 23 2017	Oct 17 2017	2017-ABDJMV	Lombardi, Tyler

Questions?

