



**CONFERENCES
& EVENTS**

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

25Live General Space Request Manual

I. Revision Control

Document Title: 25Live General Space Request Manual

Author: Conferences & Events Office

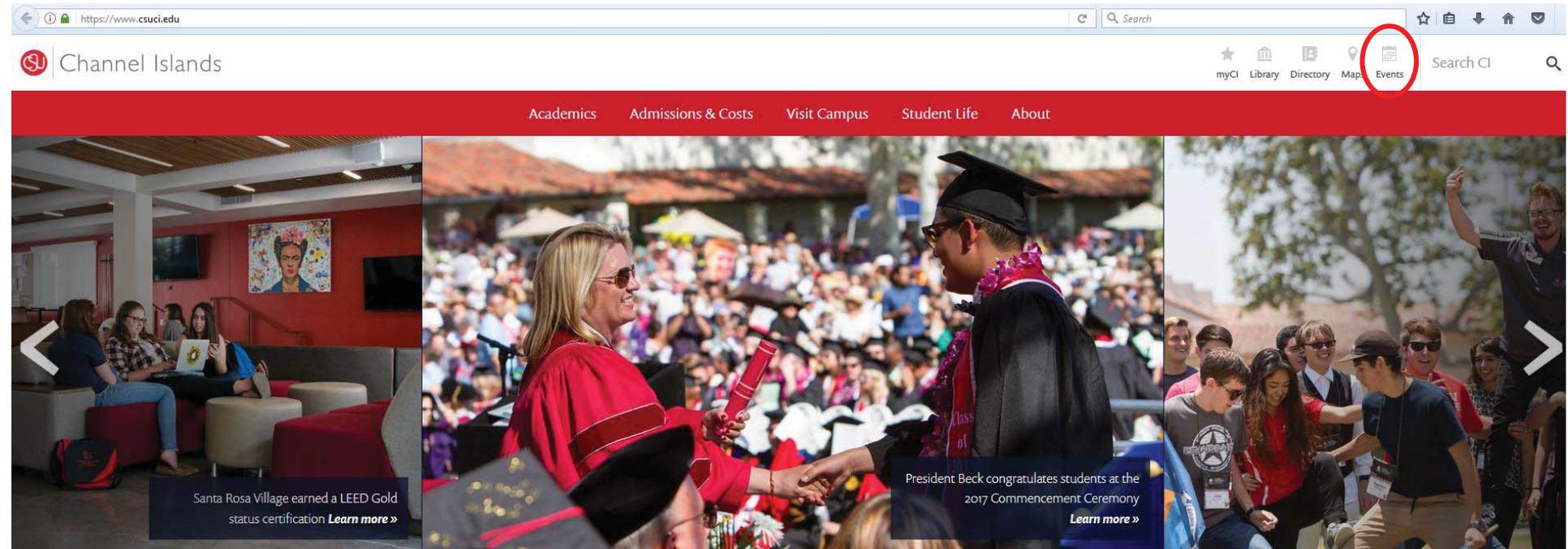
Date	By	Action	Pages

II. Table of Contents

I.	Revision Control	2
II.	Table of Contents.....	3
III.	Logging into 25Live	4
IV.	Quick Schedules	6
	a. Definition of a Quick Schedule	6
	b. Step-by-Step Process for Placing a Quick Schedules Request	6
	c. Making Edits to a Quick Schedule	21
V.	Events Listings	22
	a. Definition of an Events Listing	22
	b. Step-by-Step Process for Placing an Events Listing Request	22
	c. Making Edits to an Events Listing	37
VI.	Full Events	38
	a. Definition of a Full Event	38
	b. Step-by-Step Process for Placing a Full Event Request	38
	c. Making Edits to a Full Event	56
VII.	University Processes	57
	a. Processes for Events	57
	b. Processes for Campus Spaces	57
VIII.	Campus Space Notes	58
	a. Event Space Restrooms	58
	b. Event Space Resources	58
	c. Requesting a Location not found in 25Live	58
IX.	Conferences & Events Office Contact Information	59

III. Logging into 25Live

From the CSU Channel Islands website (www.csuci.edu) click on the “Events” button in the upper right hand corner.



CSUCI offers an unparalleled student-centered learning experience in one of Southern California’s most scenic settings. *Channel Your Potential!*

To log in, click on the “Request Event” button.



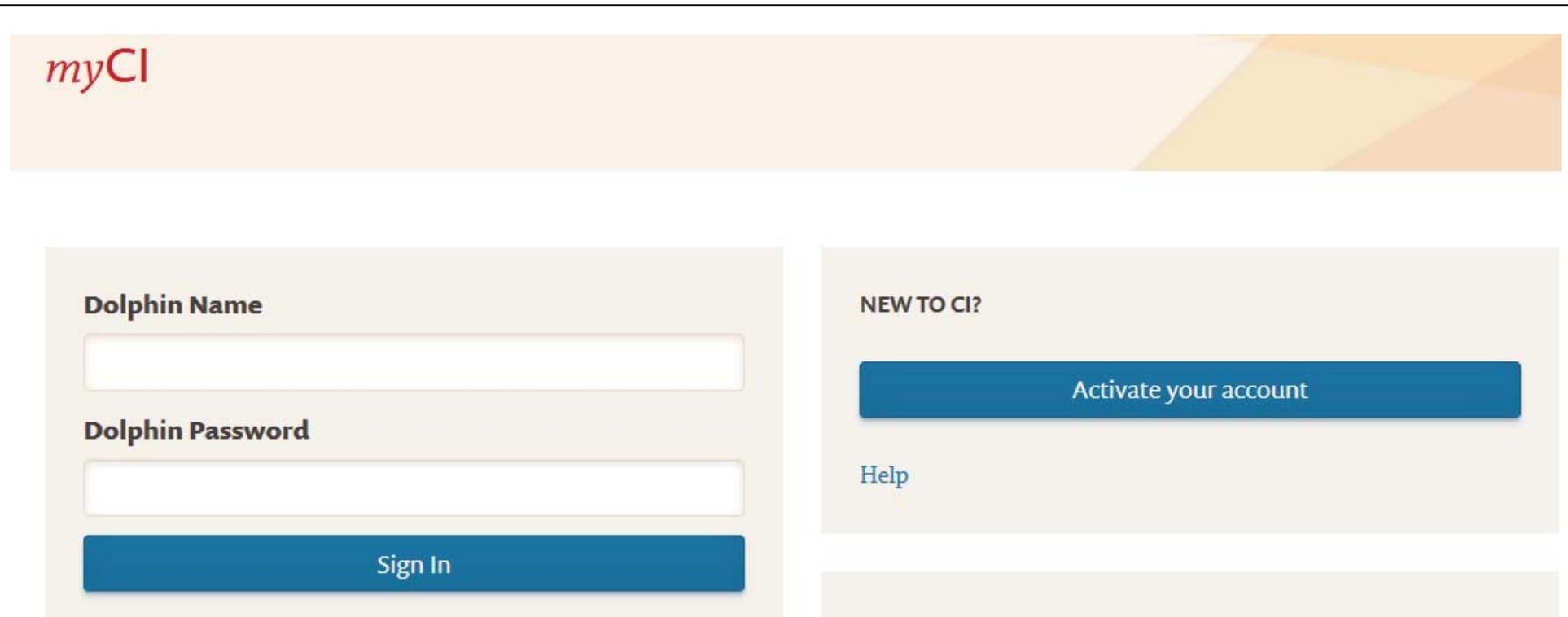
Date	Event
JUL 6	CANVAS 1: GETTING STARTED WITH CANVAS 10:30 AM–12:00 PM, Solano 1201, FIT Studio

EVENTS...

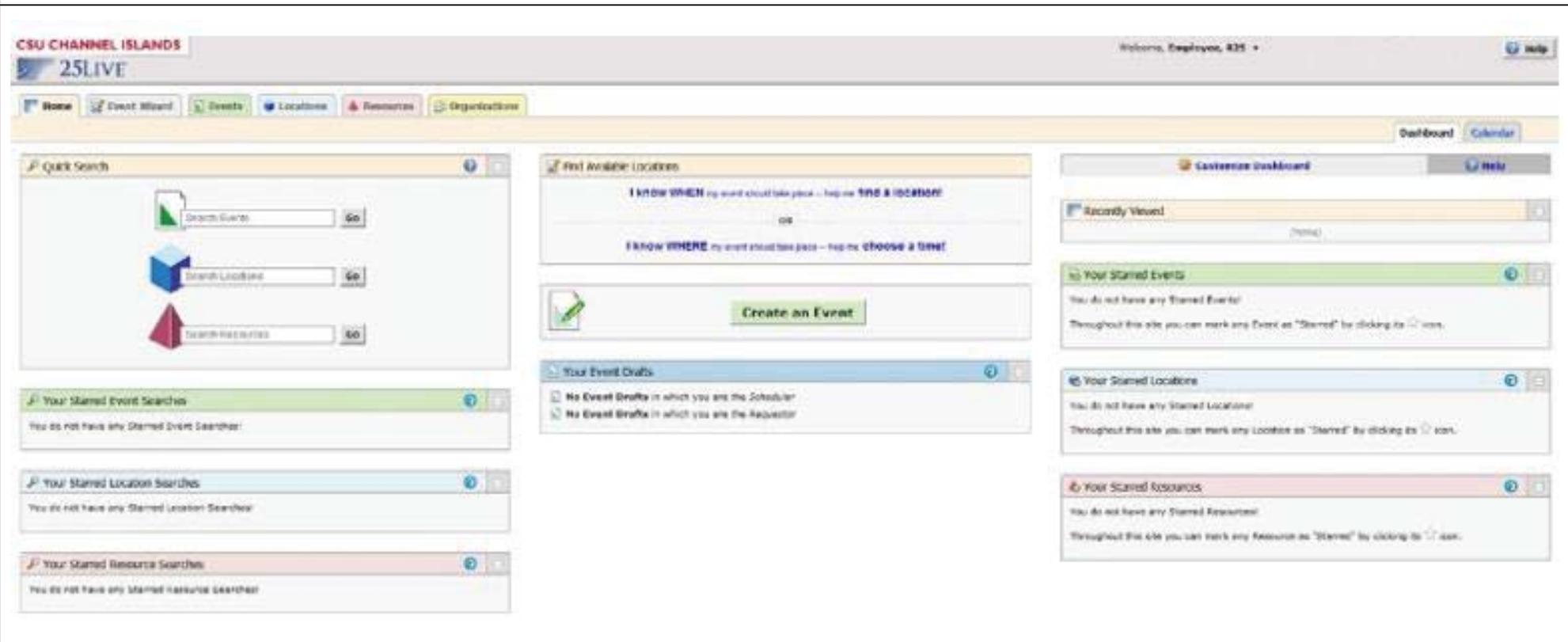
- Up Next

Today (All)

This will direct you to log into your myCI. Use your myCI credentials to log into 25Live.



Once you are logged in, you will be directed to the 25Live homepage.



IV. Quick Schedules

a. Definition of a Quick Schedule

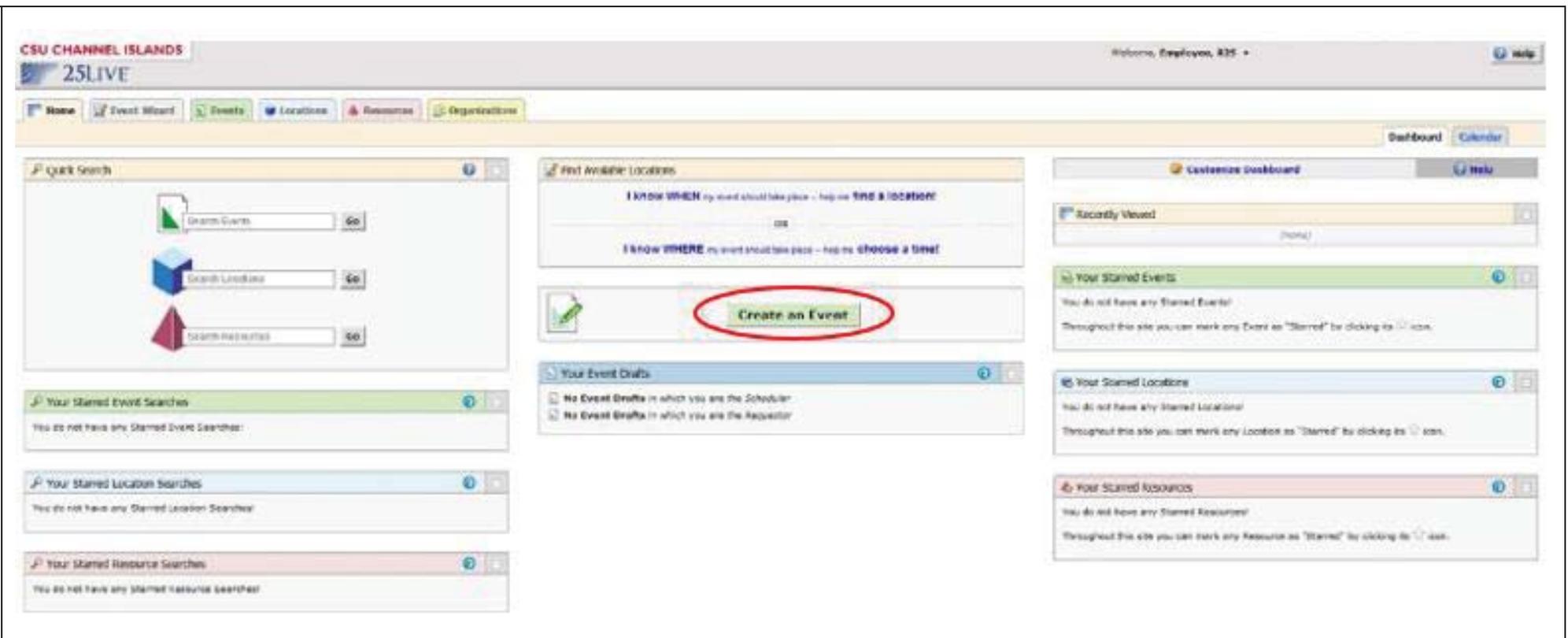
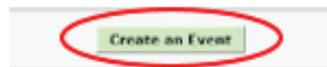
A Quick Schedule request was designed to accelerate an event request process; when you are in need of a *space only*. Before you begin, please note that this process should only be used if your event requests meets the following criteria:

- i. Requires use of a space only
- ii. Attendees will be Internal (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

Please note that all Conference Rooms are scheduled to be unlocked from 8:00AM to 5:00PM 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 Event Request](#)).

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

On the 25Live homepage, click the “**Create an Event**” button.



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

The screenshot shows the 'Event Wizard' interface. At the top, there are navigation tabs: Home, Event Wizard (selected), Events, Locations, Resources, and Organizations. Below the tabs, there's a breadcrumb trail: 'Untitled #1' > 'New Event...'. On the left, there's a sidebar with a green box labeled 'Event Name' containing 'Event Title' and a yellow box labeled 'Event Type' containing 'Primary Organization for this Event' and 'Additional Organization(s) for this Event'. The main content area has a blue header that says 'Start by entering the basic event information.' Below this are five input fields, each with a red asterisk indicating it's required: 'Event Name' (with a red border and the text 'This field is required.' below it), 'Event Title', 'Event Type' (a dropdown menu with 'Search for an Event Type' selected), 'Primary Organization for this Event' (a dropdown menu with 'Search for an Organization' selected), and 'Additional Organization(s) for this Event' (a dropdown menu with 'Search for Additional Organizations' selected). At the bottom, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

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.

This is a close-up of the 'Event Wizard' form, focusing on the first two required fields. A blue header at the top says 'Start by entering the basic event information.' Below it are two input fields, each with a red asterisk indicating it's required. The first field is labeled 'Event Name' and has a red border around it with the text 'This field is required.' below it. The second field is labeled 'Event Title'.

Choose “**I – Quick Schedule**” for Event Type and for Primary Organization for this Event.

Event Type

Search for an Event Type *

Primary Organization for this Event

Search for an Organization *

Additional Organization(s) for this Event

Search for Additional Organizations

◀ Back

Next ▶

✖ Cancel

📄 Save

Once all fields are filled out and have green checks, click the “**Next**” button.

Next ▶

Start by entering the basic event information.

Event Name

Quick Schedule Request - TEST ✓

Event Title

Quick Schedule Request - TEST ✓

Event Type

1 - Quick Schedule ☆ ✓

Primary Organization for this Event

1 - QUICK SCHEDULE ☆ * ✓

Additional Organization(s) for this Event

Search for Additional Organizations

◀ Back

Next ▶

✖ Cancel

📄 Save

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

Once entered, you will see a green check.

Enter additional basic event information.

Expected Head Count

5

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

Event Description (HTML-Enabled)



Once all fields are filled out and have green checks, click the “**Next**” button.



Enter additional basic event information.

Expected Head Count

5 ✓

Event Description (HTML-Enabled)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and code.

Quick Schedule Request - TEST



If your request is for one occurrence, select “**No**”.

If your request is for multiple occurrences, select “**Yes**”.

Note

All occurrences must have the same Start and End times.

Once you select Yes or No, click the “**Next**” button.



Is this a repeating event?

No

This event happens only once.
Any other related events are separate and distinct.

Yes

This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).



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

Click on the calendar icon to choose the date.

Note

Your request “**Start**” and “**End**” date should be the same, unless your event spans to midnight.

If your event repeats multiple days, select “**Yes**” on the page before.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*.
Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am
Event End: Mon Jul 24 2017 11:30 am

The **first occurrence** begins and ends on the **same day**.

Enter your “**Start**” and “**End**” times 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.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*.
Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am
Event End: Mon Jul 24 2017 10:00 am

The **first occurrence** begins and ends on the **same day**.

Before and After

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

If you need any extra time before or after your event time, click “Yes”.

Yes No

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

Note

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

Do not use these fields.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*. Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am

Event End: Mon Jul 24 2017 11:30 am

The **first occurrence** begins and ends on the **same day**.

Before and After

Does this event require additional time before the event? **Yes** **No**

Setup: [] Days [] Hours [] Minutes

Pre-Event: [] Days [] Hours [] Minutes

Reservation Start: **10:00am**

Does this event require additional time after the event? **Yes** **No**

Post-Event: [] Days [] Hours [] Minutes

Takedown: [] Days [] Hours [] Minutes

Reservation End: **11:30am**

◀ Back

Next ▶

✖ Cancel

💾 Save

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, click the “Next” button.



Tell us WHEN this event takes place.

Select the dates/times for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am

Event End: Mon Jul 24 2017 11:30 am

The first occurrence begins and ends on the same day.

Before and After

Does this event require additional time before the event? Yes No

Setup: Days Hours Minutes

Pre-Event: Days 1 Hours Minutes

Reservation Start: 9:00am

Does this event require additional time after the event? Yes No

Post-Event: Days 1 Hours Minutes

Takedown: Days Hours Minutes

Reservation End: 12:30pm

Navigation: Back, Cancel, Save, Next

Summary (circled in red):

- Event Duration: 1 Hour, 30 Minutes
- Reservation Duration: 3 Hours, 30 Minutes

If you selected that your event had multiple occurrences, you will come to this page, where you will select your repeating dates.

Select your preference for entering dates and click the “Next” button.



Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Navigation: Back, Cancel, Save, Next

Once you enter your repeat dates, it will automatically generate an Occurrence List.

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.

Describe how this event REPEATS.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

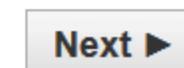
Date	Comments	Status
Mon Jul 24 2017		Active
Wed Jul 26 2017		Active
Thu Jul 27 2017		Active
Fri Jul 28 2017		Active
Sat Jul 29 2017		Active
Sun Jul 30 2017		Active

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, click the "Next" button.



Date	Comments	Status
Mon Jul 24 2017		Active
Wed Jul 26 2017		Active
Thu Jul 27 2017		Active
Fri Jul 28 2017		Active
Sat Jul 29 2017		Cancelled
Sun Jul 30 2017		Active



Select your **Event Location** preference.

Note

Selecting a certain location in this section does not mean you are guaranteed this space.



Find and select EVENT LOCATIONS.

*** You must select at least one location.**

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

Saved Searches...

Advanced Search...

If you want to do an **Advanced Search**, click that option to find a space based on the space Features, Categories, Layouts or Capacities.

Advanced Search...

Features: Choose a feature...

All Any

Categories: Choose a category...

All Any

Layouts: Choose a layout...

All Any

Capacity: 10 - 200

Search

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.



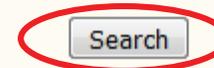
Advanced Search...

Features: A.V. - Conference Phone Port Available x
 All Any

Categories: Conference Room x
 All Any

Layouts: Choose a layout...
 All Any

Capacity: 20 or less



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

If the space is available on your desired dates and times, a green check will appear next to the space name.



If the space is not available on your desired dates and times, a red triangle will appear next to the space name.



ALI0221 Aliso Hall 221 - Conference Room Max Capacity: 12	<input checked="" type="checkbox"/>
BTE2810 Bell Tower East 2810 - Conference Room Max Capacity: 12	<input type="checkbox"/>
BTW1188 Bell Tower West - Arts and Sciences Conference Room Max Capacity: 17	<input type="checkbox"/>
BTW2185 Bell Tower West 2185 - ... Conference Room	<input checked="" type="checkbox"/>

- Show only my authorized locations that have no time conflicts
- Enforce head count



Click on the space you want to reserve.

Once it is selected, it will show up under **Selected Locations**.

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 on the red "X".



Selected Locations

MDR1641✓ ☆ ✕

Madera Hall 1641 - General Conference Room

Max Capacity: 8

Features: A.V. - Conference Phone Port Available; A.V. - Projection Screen; A.V. - Projector, Data; Seating - Conference

Selected Occurrences: 2017-07-24; 2017-07-26; 2017-07-27; 2017-07-28; 2017-07-30

Conflicts: None

[View and Modify Occurrences](#)

Once the Selected Location is correct, click the **"Next"** button.



★ Your Starred Locations...

🔍 Search by Location Name...

💾 Saved Searches...

Advanced Search...

Features: All Any

Categories: All Any

Layouts: All Any

Capacity: 20 or less

AL10221	Also Hall 221 - Conference Room	Max Capacity: 12	✓
BTE2810	Bell Tower East 2810 - Conference Room	Max Capacity: 12	⚠
BTW1188	Bell Tower West - Arts and Sciences Conference Room	Max Capacity: 17	⚠
BTW2185	Bell Tower West - Professional Conference Room	Max Capacity: 17	✓

Show only my authorized locations that have no time conflicts

Enforce head count

Selected Locations

MDR1641✓ ☆ ✕

Madera Hall 1641 - General Conference Room

Max Capacity: 8

Features: A.V. - Conference Phone Port Available; A.V. - Projection Screen; A.V. - Projector, Data; Seating - Conference

Selected Occurrences: 2017-07-24; 2017-07-26; 2017-07-27; 2017-07-28; 2017-07-30

Conflicts: None

[View and Modify Occurrences](#)

Quick Schedules do not use any resources. Skip this section and click the “Next” button.



Find and select EVENT RESOURCES.

★ **Your Starred Resources...**

A.V. Services Requested	∞
C&E Services Requested	∞
Facilities Services Requested	∞
I.T. Services Requested	∞
Library Services Requested	∞
Police & Parking Services Requested	∞
S.U.B. Services Requested	∞

Refresh

Search by Resource Name...

Saved Searches...

Advanced Search...

◀ Back

Next ▶

Cancel Save

Quick Schedules also don't use any Custom Attributes. Continue by clicking the “Next” button.



Select EVENT CUSTOM ATTRIBUTES for this event.

There are no Custom Attributes for this Event Type.

◀ Back

Next ▶

Cancel Save

Select your name as the **“Requestor”**. Do not touch the **“Scheduler”** section and click the **“Next”** button.



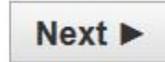
Select CONTACTS for this event.

Scheduler

Lombardi, Tyler
 tyler.lombardi@csuci.edu

Requestor

Lombardi, Tyler
 tyler.lombardi@csuci.edu



Quick Schedules will not be published to the web even if you select one of the **“Categories”**. Skip this section and click the **“Next”** button.



Note

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

Edit CATEGORIES for this event.

- Academics & Research
- Alumni
- Community
- Don't Publish To The Web
- Student Organizations
- University Life

This section is also not applicable to Quick Schedules. Continue by clicking the “**Next**” button.



Select which CALENDARS should publish this event.

There are no Calendars to Publish for this Event Type.

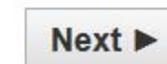


Type an “**Event Comments**” if applicable to your event and continue by clicking the “**Next**” button.



Add additional COMMENTS and NOTES for this event.

Event Comments



Select “**Draft**” for your Event State and hit “**Save**”.

Note

Once the event has been saved in the **Draft State**, it is sent to the C&E 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**.

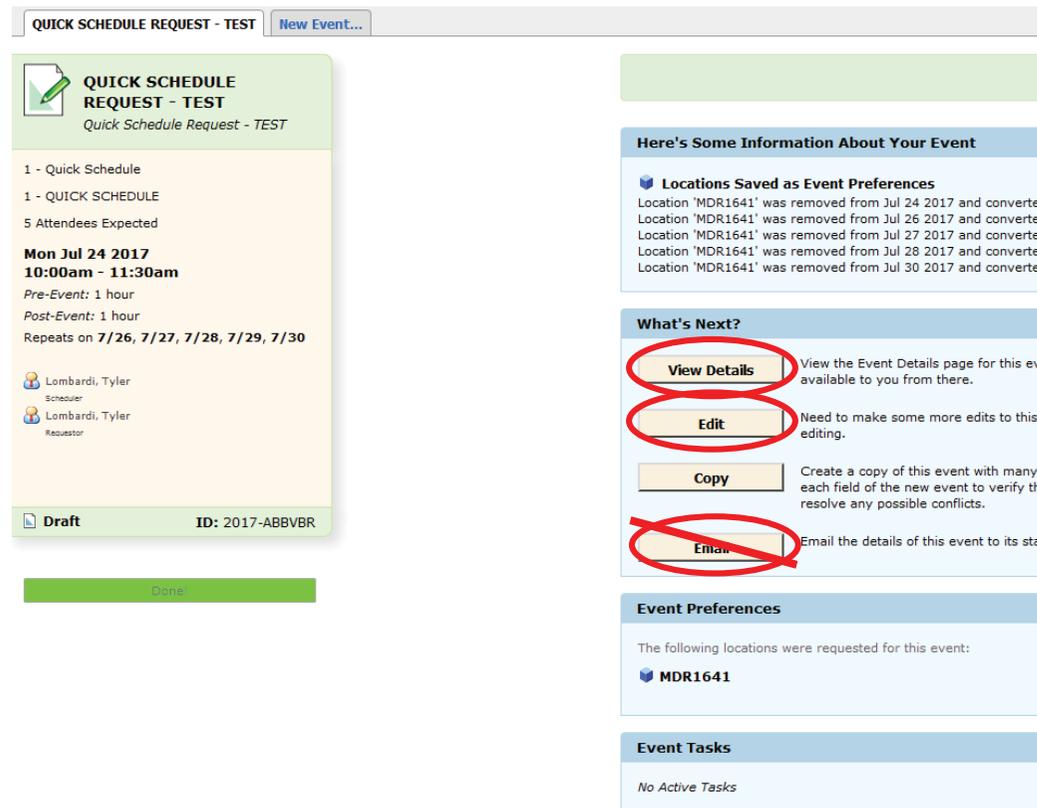
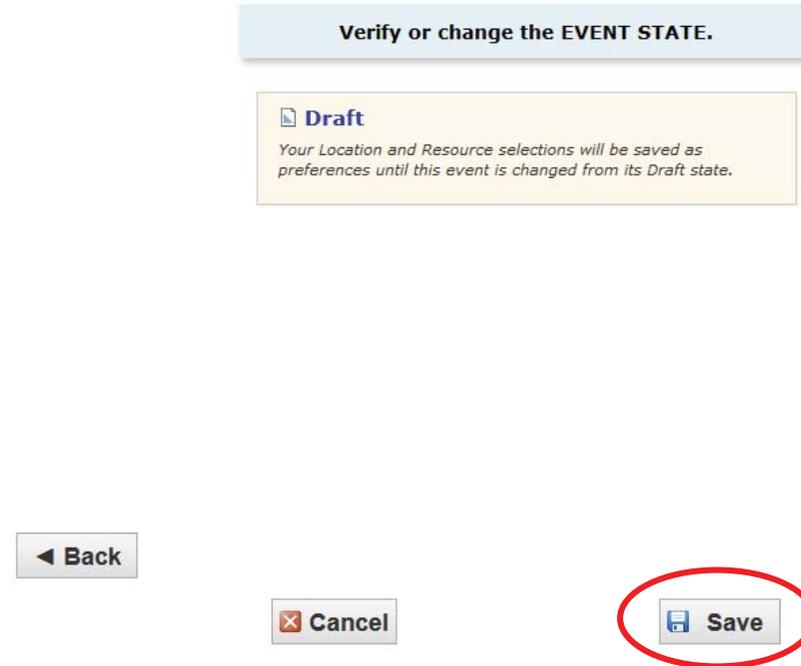
Once your request has been saved, you will be directed to this page.

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.

Do not use the “**Email**” Section, this is for the C&E Office.



V. Events Listing

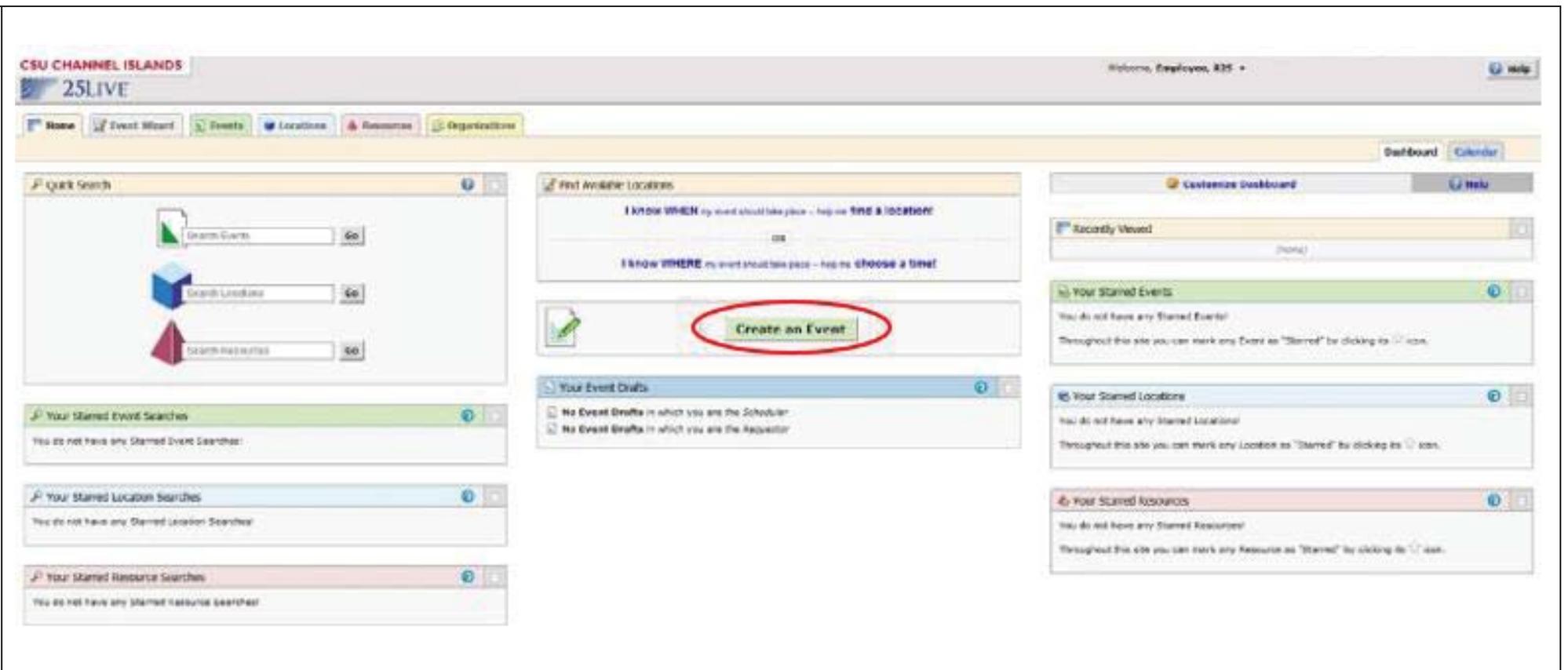
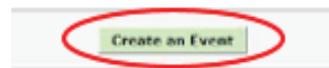
a. Definition of an Events Listing

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:

- v. Requires use of a space only
- vi. Attendees will be Internal (campus) attendees only
- vii. No Resources or Services are needed
- viii. 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

On the 25Live homepage, click the “**Create an Event**” button.



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

The screenshot shows the 'Event Wizard' interface. At the top, there are navigation tabs: Home, Event Wizard (selected), Events, Locations, Resources, and Organizations. Below the tabs, there is a breadcrumb trail: 'Untitled #1' and 'New Event...'. On the left side, there is a sidebar with a green box labeled 'Event Name' containing a pencil icon and the text 'Event Title'. Below it, there is an orange box labeled 'Event Type' containing the text 'Primary Organization for this Event' and 'Additional Organization(s) for this Event'. The main content area has a blue header that says 'Start by entering the basic event information.' Below this header, there are five input fields, each with a red asterisk indicating it is required: 'Event Name' (with a red border and the text 'This field is required.' below it), 'Event Title', 'Event Type' (a dropdown menu with the text 'Search for an Event Type'), 'Primary Organization for this Event' (a dropdown menu with the text 'Search for an Organization'), and 'Additional Organization(s) for this Event' (a dropdown menu with the text 'Search for Additional Organizations'). At the bottom of the form, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

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.

This is a close-up of the 'Event Name' and 'Event Title' input fields. At the top, there is a blue header that says 'Start by entering the basic event information.' Below this header, there are two input fields, each with a red asterisk indicating it is required: 'Event Name' (with a red border and the text 'This field is required.' below it) and 'Event Title'.

Choose “**Events Listing**” for Event Type and “**I – Quick Schedule**” for Primary Organization for this Event.

Event Type

Search for an Event Type *

Primary Organization for this Event

Search for an Organization *

Additional Organization(s) for this Event

Search for Additional Organizations

◀ Back

Next ▶

✖ Cancel

💾 Save

Once all fields are filled out and have green checks, click the “**Next**” button.



Start by entering the basic event information.

Event Name

Events Listing Request - TEST ✓

Event Title

Events Listing Request - TEST ✓

Event Type

Events Listing ☆ ✓

Primary Organization for this Event

1 - QUICK SCHEDULE ☆ ✖ ✓

Additional Organization(s) for this Event

Search for Additional Organizations

◀ Back

Next ▶

✖ Cancel

💾 Save

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

Once entered, you will see a green check.

Enter additional basic event information.

Expected Head Count

5

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)



Once all fields are filled out and have green checks, click the “**Next**” button.



Event Description (HTML-Enabled)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and code. Below the toolbar, the text "Events Listing Request - TEST" is visible in a text area.



If your request is for one occurrence, select “**No**”.

If your request is for multiple occurrences, select “**Yes**”.

Note

All occurrences must have the same Start and End times.

Once you select Yes or No, click the “**Next**” button.



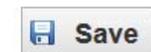
Is this a repeating event?

No

This event happens only once.
Any other related events are separate and distinct.

Yes

This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).



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

Click on the calendar icon to choose the date.

Note

Your request **“Start”** and **“End”** date should be the same, unless your event spans to midnight.

If your event repeats multiple days, select **“Yes”** on the page before.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*.
Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am

Event End: Mon Jul 24 2017 11:30 am

The **first occurrence** begins and ends on the **same day**.

Enter your **“Start”** and **“End”** times 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.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*.
Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am

Event End: Mon Jul 24 2017 10:00 am

The **first occurrence** begins and ends on the **same day**.

Before and After

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

If you need any extra time before or after your event time, click “Yes”.

Yes No

Use the “Pre-Event” and “Post-Event” arrows to add Days, Hours and Minutes needed to set-up or take-down your event.

Note

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

Do not use these fields.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*. Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am

Event End: Mon Jul 24 2017 11:30 am

The first occurrence begins and ends on the same day.

Before and After

Does this event require additional time before the event? Yes No

Setup: [] Days [] Hours [] Minutes

Pre-Event: [] Days [] Hours [] Minutes

Reservation Start: 10:00am

Does this event require additional time after the event? Yes No

Post-Event: [] Days [] Hours [] Minutes

Takedown: [] Days [] Hours [] Minutes

Reservation End: 11:30am

◀ Back

Next ▶

✕ Cancel

Save

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, click the “Next” button.



Tell us WHEN this event takes place.

Select the dates/times for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Mon Jul 24 2017 10:00 am
Event End: Mon Jul 24 2017 11:30 am

The first occurrence begins and ends on the same day.

Before and After

Does this event require additional time before the event? Yes No

Setup: Days Hours Minutes
Pre-Event: Days 1 Hours Minutes

Reservation Start: 9:00am

Does this event require additional time after the event? Yes No

Post-Event: Days 1 Hours Minutes
Takedown: Days Hours Minutes

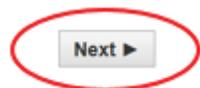
Reservation End: 12:30pm

Event Duration: **1 Hour, 30 Minutes**
Reservation Duration: **3 Hours, 30 Minutes**

Buttons: Back, Cancel, Save, Next

If you selected that your event had multiple occurrences, you will come to this page, where you will select your repeating dates.

Select your preference for entering dates and click the “Next” button.



Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Buttons: Back, Cancel, Save, Next

Once you enter your repeat dates, it will automatically generate an Occurrence List.

Note

Date Occurrences cannot span across calendar years.

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

Describe how this event REPEATS.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Occurrence List		
Date	Comments	Status
Mon Jul 24 2017		Active
Wed Jul 26 2017		Active
Thu Jul 27 2017		Active
Fri Jul 28 2017		Active
Sat Jul 29 2017		Active
Sun Jul 30 2017		Active

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, click the "Next" button.



Occurrence List		
Date	Comments	Status
Mon Jul 24 2017		Active
Wed Jul 26 2017		Active
Thu Jul 27 2017		Active
Fri Jul 28 2017		Active
Sat Jul 29 2017		Cancelled
Sun Jul 30 2017		Active



Select your **Event Location** preference.

Note

Selecting a certain location in this section does not mean you are guaranteed this space.

Find and select EVENT LOCATIONS.

*** You must select at least one location.**

- ★ **Your Starred Locations...**
- 🔍 **Search by Location Name...**
- Saved Searches...**
- Advanced Search...**

If you want to do an **Advanced Search**, click that option to find a space based on the space Features, Categories, Layouts or Capacities.

Advanced Search...

Features: Choose a feature... All Any

Categories: Choose a category... All Any

Layouts: Choose a layout... All Any

Capacity: 10 - 200

Search

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.



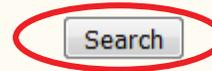
Advanced Search...

Features: A.V. - Conference Phone Port Available All Any

Categories: Conference Room All Any

Layouts: Choose a layout... All Any

Capacity: 20 or less



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

If the space is available on your desired dates and times, a green check will appear next to the space name.



If the space is not available on your desired dates and times, a red triangle will appear next to the space name.



ALI0221 Aliso Hall 221 - Conference Room Max Capacity: 12	<input checked="" type="checkbox"/>
BTE2810 Bell Tower East 2810 - Conference Room Max Capacity: 12	<input type="checkbox"/>
BTW1188 Bell Tower West - Arts and Sciences Conference Room Max Capacity: 17	<input type="checkbox"/>
BTW2185 Bell Tower West 2185 - President's Conference Room	<input checked="" type="checkbox"/>

- Show only my authorized locations that have no time conflicts
- Enforce head count



Click on the space you want to reserve.

Once it is selected, it will show up under **Selected Locations**.

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 on the red "X".

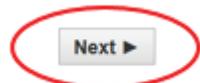


Selected Locations

MDR1641 ✓ ☆ ✕
Madera Hall 1641 - General Conference Room
Max Capacity: 8
Features: A.V. - Conference Phone Port Available; A.V. - Projection Screen; A.V. - Projector, Data; Seating - Conference
Selected Occurrences: 2017-07-24; 2017-07-26; 2017-07-27; 2017-07-28; 2017-07-30
Conflicts: None

[View and Modify Occurrences](#)

Once the Selected Location is correct, click the **"Next"** button.



★ Your Starred Locations...

🔍 Search by Location Name...

Saved Searches...

Advanced Search...

Features: All Any

Categories: All Any

Layouts: All Any

Capacity: 20 or less

AL10221	Aliso Hall 221 - Conference Room	Max Capacity: 12	✓
BTE2010	Ball Tower East 2010 - Conference Room	Max Capacity: 12	⚠
BTW1188	Ball Tower West - Arts and Sciences Conference Room	Max Capacity: 17	⚠
BTW2185	Ball Tower West 2185 - Conference Room		✓

Show only my authorized locations that have no time conflicts

Enforce head count

◀ Back Next ▶

Events Listings do not use any resources. Skip this section and click the “Next” button.



Find and select EVENT RESOURCES.

★ Your Starred Resources...

A.V. Services Requested	∞
C&E Services Requested	∞
Facilities Services Requested	∞
I.T. Services Requested	∞
Library Services Requested	∞
Police & Parking Services Requested	∞
S.U.B. Services Requested	∞

Refresh

Search by Resource Name...

Saved Searches...

Advanced Search...

◀ Back

Cancel

Save

Next ▶

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

Continue by clicking the “Next” button.



Edit EVENT CUSTOM ATTRIBUTES for this event.

Audience - Campus Community
 Yes No

Audience - Invitation Only
 Yes No

Audience - Open To The Public
 Yes No

Audience - Students
 Yes No

Billing Contact Name

Billing Contact Phone Number

Contact Email

Contact Name

Contact Phone Number

Name Of Caterer

Select your name as the **“Requestor”**. Do not touch the **“Scheduler”** section and click the **“Next”** button.



Select CONTACTS for this event.

Scheduler

Lombardi, Tyler
 tyler.lombardi@csuci.edu

Requestor

Lombardi, Tyler
 tyler.lombardi@csuci.edu



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.

Edit CATEGORIES for this event.

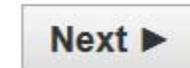
- Academics & Research**
- Alumni
- Community**
- Don't Publish To The Web
- Student Organizations
- University Life**

This section is also not applicable to Events Listing. Continue by clicking the “**Next**” button.



Select which CALENDARS should publish this event.

There are no Calendars to Publish for this Event Type.

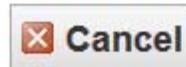


Type an “**Event Comments**” and continue by clicking the “**Next**” button.



Add additional COMMENTS and NOTES for this event.

Event Comments



Select “**Draft**” for your Event State and hit “**Save**”.

Note

Once the event has been saved in the **Draft State**, it is sent to the C&E 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**.

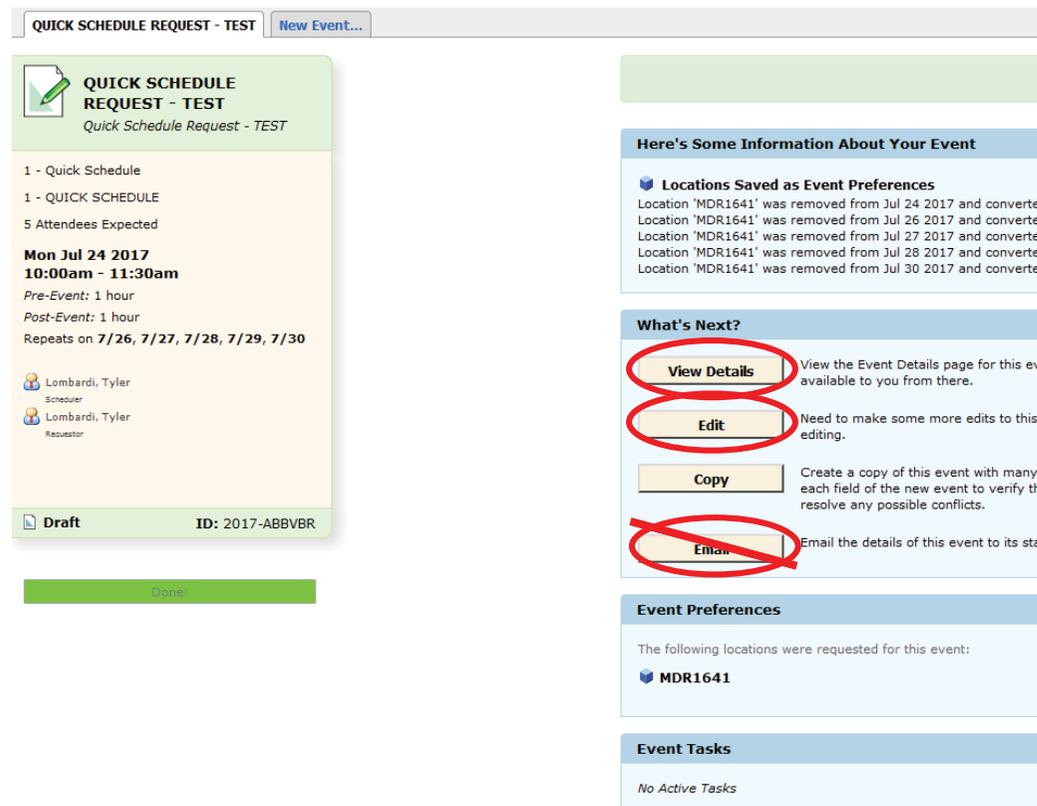
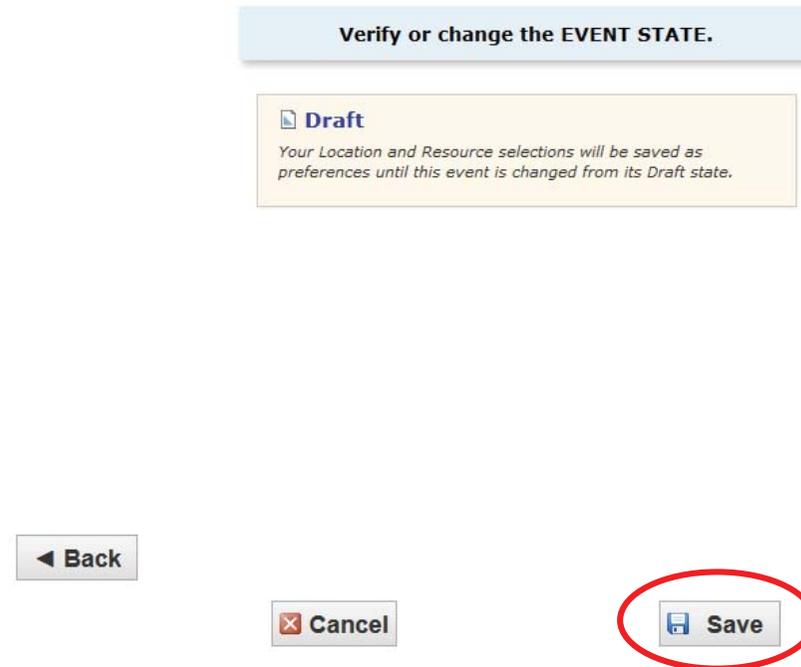
Once your request has been saved, you will be directed to this page.

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.

Do not use the “**Email**” Section, this is for the C&E Office.



VI. Full Events

a. Definition of a Full Event

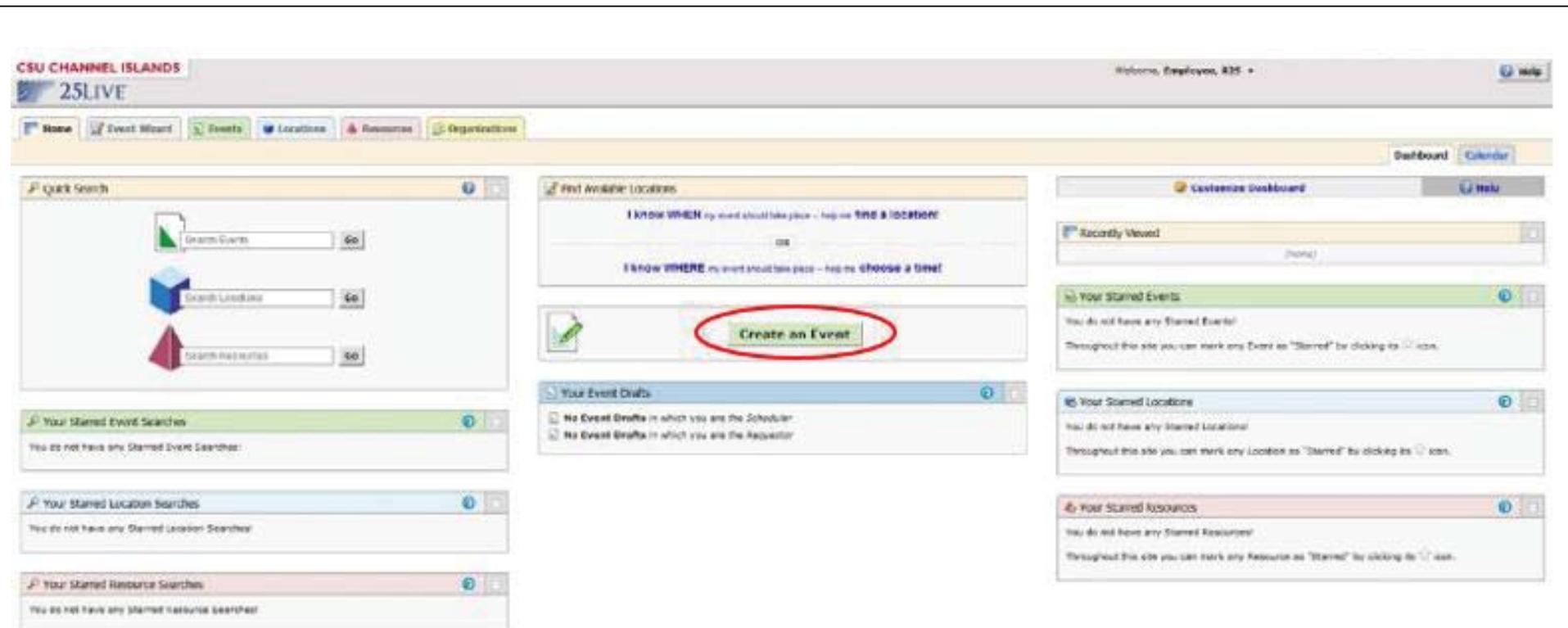
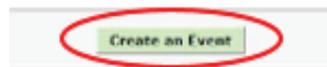
A Full Event Request is any request that include any of the following:

- i. Requires Facilities, C&E, A.V., Library, Police & Parking, I.T. or S.U.B. Services
- ii. Automatic unlocking/locking
- iii. Trash or Recycle Cans
- iv. Electrical Needs
- v. Cleaning of the space before or after an event
- vi. Tables, chairs, podium, stage, etc.

Any Full Event Request should be placed by an internal member of the campus including staff, faculty and select student assistants.

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

On the 25Live homepage, click the “**Create an Event**” button.



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

The screenshot shows the 'Event Wizard' interface. At the top, there is a navigation menu with buttons for Home, Event Wizard, Events, Locations, Resources, and Organizations. Below the menu, there is a tab labeled 'Untitled #1' and a 'New Event...' button. On the left side, there is a sidebar with a green box labeled 'Event Name' containing 'Event Title' and a yellow box labeled 'Event Type' containing 'Primary Organization for this Event' and 'Additional Organization(s) for this Event'. The main content area has a blue header that says 'Start by entering the basic event information.' Below this, there are five form fields: 'Event Name' (with a red asterisk and 'This field is required.' below it), 'Event Title' (with a red asterisk), 'Event Type' (a dropdown menu with 'Search for an Event Type' and a red asterisk), 'Primary Organization for this Event' (a dropdown menu with 'Search for an Organization' and a red asterisk), and 'Additional Organization(s) for this Event' (a dropdown menu with 'Search for Additional Organizations' and a red asterisk). At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Save'.

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.

This is a close-up screenshot of the 'Event Wizard' form. It features a blue header that says 'Start by entering the basic event information.' Below the header, there are two form fields: 'Event Name' and 'Event Title'. Both fields are empty and have a red asterisk to their right. Below the 'Event Name' field, there is a red message that says 'This field is required.' Below the 'Event Title' field, there is a red asterisk.

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** or **Events Listing** Pages.

Event Type

 *

Primary Organization for this Event

 *

Additional Organization(s) for this Event

◀ Back

Next ▶

✕ Cancel

Save

Once all fields are filled out and have green checks, click the “**Next**” button.



Start by entering the basic event information.

Event Name

 ✓

Event Title

 ✓

Event Type

 ☆ ✓

Primary Organization for this Event

 ☆ ✕ ✓

Additional Organization(s) for this Event

◀ Back

Next ▶

✕ Cancel

Save

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

Once entered, you will see a green check.

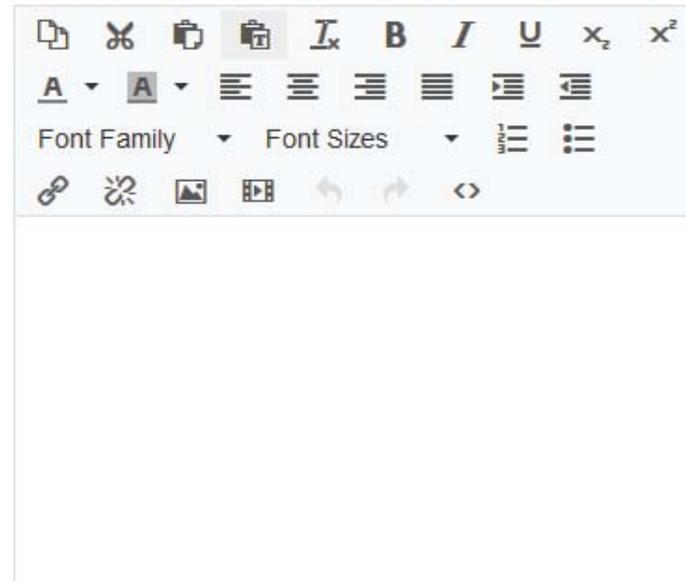
Enter additional basic event information.

Expected Head Count

150 

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)



The image shows a rich text editor toolbar with various icons for text formatting and editing. The icons include: copy, paste, undo, redo, italic, bold, underline, subscript, superscript, font color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, link to previous, link to next, and source code. Below the toolbar is a large, empty text area for entering the event description.

Once all fields are filled out and have green checks, click the “**Next**” button.



Enter additional basic event information.

Expected Head Count

150 ✓

Event Description (HTML-Enabled)



Full Event Request - TEST
Ceremony for the Conferences & Events Office
www.csuci.edu/conferences-events



If your request is for one occurrence, select “**No**”.

If your request is for multiple occurrences, select “**Yes**”.

Note

All occurrences must have the same Start and End times.

Once you select Yes or No, click the “**Next**” button.



Is this a repeating event?

No

This event happens only once.
Any other related events are separate and distinct.

Yes

This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).



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

Click on the calendar icon to choose the date.

Note

Your request **“Start”** and **“End”** date should be the same, unless your event spans to midnight.

If your event repeats multiple days, select **“Yes”** on the page before.



Tell us WHEN this event takes place.

Select the dates and times of the *actual* event.

Event Start: Fri Jul 21 2017 4:00 pm

Event End: Fri Jul 21 2017 7:00 pm

The event begins and ends on the **same day**.

Enter your **“Start”** and **“End”** times 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.



Tell us WHEN this event takes place.

Select the dates and times of the *actual* event.

Event Start: Fri Jul 21 2017 4:00 pm

Event End: Fri Jul 21 2017 4:00 pm

The event begins and ends on the **same**

Before and After

- 4:00 pm
- 3:30 pm
- 4:00 pm
- 4:30 pm
- 5:00 pm
- 5:30 pm
- 6:00 pm

If you need any extra time before or after your event time, click “Yes”.

Yes No

Use the “Pre-Event” and “Post-Event” arrows to add Days, Hours and Minutes needed to set-up or take-down your event.

Note

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

Do not use these fields.



Tell us WHEN this event takes place.

Select the dates and times of the *actual* event.

Event Start: Fri Jul 21 2017 4:00 pm

Event End: Fri Jul 21 2017 7:00 pm

The event begins and ends on the **same day**.

Before and After

Does this event require additional time before the event? **Yes** **No**

Setup: [] Days [] Hours [] Minutes

Pre-Event: [] Days 2 Hours [] Minutes

Reservation Start: **2:00pm**

Does this event require additional time after the event? **Yes** **No**

Post-Event: [] Days 2 Hours [] Minutes

Takedown: [] Days [] Hours [] Minutes

Reservation End: **9:00pm**

◀ Back

Next ▶

✕ Cancel

💾 Save

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, click the “Next” button.

A screenshot of a web form titled "Tell us WHEN this event takes place." The form includes fields for "Event Start" (Fri Jul 21 2017, 4:00 pm) and "Event End" (Fri Jul 21 2017, 7:00 pm). Below these are sections for "Before and After" with radio buttons for "Yes" and "No", and input fields for "Setup", "Pre-Event", "Post-Event", and "Takedown" durations. At the bottom, there are two green boxes: "Event Duration: 3 Hours" and "Reservation Duration: 7 Hours", both circled in red. The "Reservation Start: 2:00pm" and "Reservation End: 9:00pm" labels are also circled in red. Navigation buttons include "Back", "Next", "Cancel", and "Save".

If you selected that your event had multiple occurrences, you will come to this page, where you will select your repeating dates.

Select your preference for entering dates and click the “Next” button.

A screenshot of a web form titled "Choose how this event REPEATS." It lists five options: "Ad Hoc Repeats", "Daily Repeats", "Weekly Repeats", "Monthly Repeats", and "Does Not Repeat", each with a brief description. Navigation buttons include "Back", "Next", "Cancel", and "Save".

Select your **Event Location** preference.

Note

Selecting a certain location in this section does not mean you are guaranteed this space.

Find and select EVENT LOCATIONS.

*** You must select at least one location.**

- ★ Your Starred Locations...
- 🔍 Search by Location Name...
- Saved Searches...
- Advanced Search...

If you want to do an **Advanced Search**, click that option to find a space based on the space Features, Categories, Layouts or Capacities.

Advanced Search...

Features: Choose a feature... All Any

Categories: Choose a category... All Any

Layouts: Choose a layout... All Any

Capacity: 10 - 200

Search

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.



Advanced Search...

Features: Choose a feature... All Any

Categories: Outdoor ✕ All Any

Layouts: Dining - Rounds Of 10 ✕ All Any

Capacity: 10 - 200

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

If the space is available on your desired dates and times, a green check will appear next to the space name.



If the space is not available on your desired dates and times, a red triangle will appear next to the space name.



ALI PLAZA Aliso Hall Plaza Max Capacity: 500	✓
BRO PLAZA Broome Library Plaza Max Capacity: 700	✓
BTE COURTYARD Bell Tower East Courtyard Max Capacity: 150	✓
EL DORADO HALL PARK El Dorado Hall Park	✓

Show only my authorized locations that have no time conflicts Enforce head count [Refresh](#)

Click on the space you want to reserve.

Once it is selected, it will show up under **Selected Locations**.

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 on the red "X".



Selected Locations

BRO PLAZA ✓★✕
Broome Library Plaza
Max Capacity: 700
Features: Exterior - Hard Surface; Exterior - Night Lighting, Full
Conflicts: None
Layout: Theater/Auditorium - Rows [700]
Setup Instructions:
Must arrange lighting with Library Staff. CUSTODIAL CHARGES APPLY. This space does not have adequate trash cans when holding an event. You will need to arrange for trash
Attendance: []
Share? []

Once the Selected Location is correct, click the **"Next"** button.



Find and select EVENT LOCATIONS.

Your Starred Locations...
Search by Location Name...
Saved Searches...

Advanced Search...

Features: Choose a feature... [All] [Any]
Categories: Outdoor [All] [Any]
Layouts: Dining - Rounds Of 10 [All] [Any]
Capacity: 10 - 200 []

Search

ALI PLAZA Alto Hall Plaza Max Capacity: 500	✓
BRO PLAZA Broome Library Plaza Max Capacity: 700	✓
BTE COURTYARD Bell Tower East Courtyard Max Capacity: 150	✓
EL DORADO HALL PARK El Dorado Hall Park	✓

Show only my authorized locations that have no time conflicts
 Enforce head count
Refresh

Back Next Cancel Save

Select your **Resource** preference(s).

Note

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

Find and select EVENT RESOURCES.

★ Your Starred Resources...

A.V. Services Requested	∞
C&E Services Requested	∞
Facilities Services Requested	∞
I.T. Services Requested	∞
Library Services Requested	∞
Police & Parking Services Requested	∞
S.U.B. Services Requested	∞

Refresh

Search by Resource Name...

Saved Searches...

Advanced Search...

◀ Back

Next ▶

Cancel

Save

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

Advanced Search...

Categories: A.V. Equipment x

All Any

Search

A.V. 32 Channel Mixer	1/1
A.V. Audio System	4/4
A.V. C.D. Player	3/3
A.V. Mic Stands	18/18
A.V. Mic. - Panel	8/8
A.V. Mic. - Wired	15/15
A.V. Mic. - Wireless Lapel	4/4

Refresh

Click on the Resources you want to reserve. Once they are selected, they will show up under “**Selected Resources**”.

Note

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

Use the **Avail/Total** section to see how many of each resource are available. Under **Quantity** select how many you would like to reserve.



Selected Resources

▲ **Tables - Round 66"** [Seat 10] ✓ ☆ ✕
 Conflicts: None
 Setup Instructions: Can seat up to 10 chairs around a 66" round table. Linens must be arranged independently through a vendor.
 Avail/Total: 12/12
 Quantity: 12

▲ **F.S. - Recycle Cans** ✓ ☆ ✕
 Conflicts: None
 Setup Instructions:
 Avail/Total: ∞
 Quantity: 5

▲ **Podium** ✓ ☆ ✕
 Conflicts: None
 Setup Instructions:
 Avail/Total: 5/5
 Quantity: 1

Make sure to select the corresponding “**Services Selected**” to Resources.

Note

Some Event Spaces have their own Resources. See the [Event Space Resources](#) section for specific details.

Selected Resources

▲ **A.V. Services Requested** ✓ ☆ ✕
 Conflicts: None
 Setup Instructions:
 Avail/Total: ∞
 Quantity: 1

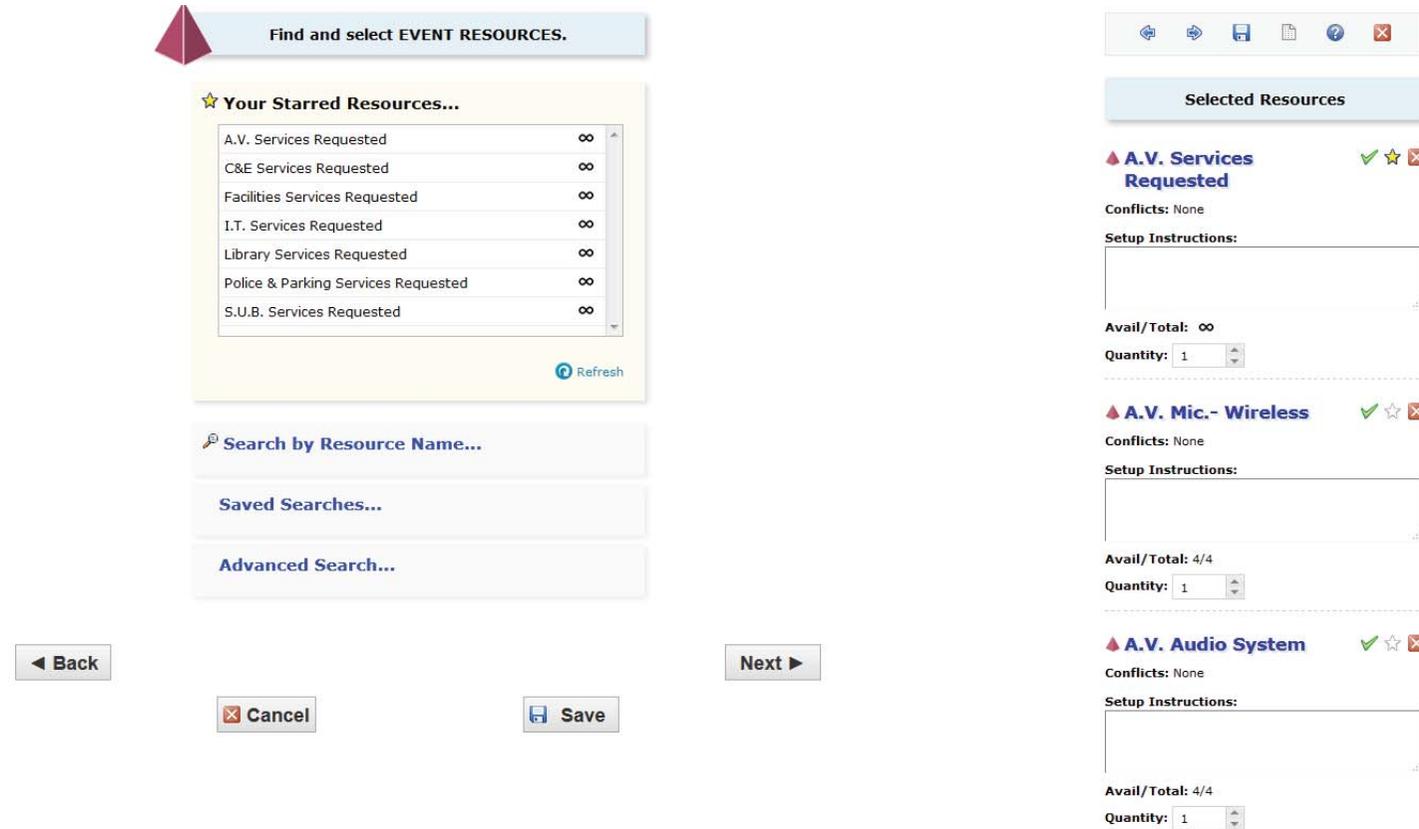
▲ **A.V. Mic.- Wireless** ✓ ☆ ✕
 Conflicts: None
 Setup Instructions:
 Avail/Total: 4/4
 Quantity: 1

Selected Resources

▲ **Police & Parking Services Requested** ✓ ☆ ✕
 Conflicts: None
 Setup Instructions:
 Avail/Total: ∞
 Quantity: 1

▲ **Parking Permit** ✓ ☆ ✕
 Conflicts: None
 Setup Instructions: Indicate the number of parking permits needed with the quantity.
 Avail/Total: ∞
 Quantity: 5

Once you have selected all of your resources, click the “Next” button.



Fill out any appropriate “Event Custom Attributes”.

Note
All Full Event Requests **must** provide an Accounting String.

Select EVENT CUSTOM ATTRIBUTES for this event.

Event Accounting String

To schedule an Event Space and appropriate restrooms to be unlocked/locked for your event, fill out the “**Special Unlock Time Needed**” and “**Special Lock Time Needed**” Attributes.

For restroom use in specific locations see the [Event Space Restrooms](#) section.

Once all appropriate fields are filled in, click the “**Next**” button.



Select EVENT CUSTOM ATTRIBUTES for this event.

Special Lock Time Needed

Special Unlock Time Needed

Select your name as the “**Requestor**”. Do not touch the “**Scheduler**” section and click the “**Next**” button.



Select CONTACTS for this event.

Scheduler

 tyler.lombardi@csuci.edu

Requestor

 tyler.lombardi@csuci.edu

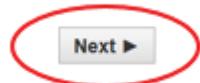
Check any/all “**Categories**” that relate to your Events Listing.

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

Edit CATEGORIES for this event.

- Academics & Research**
- Alumni
- Community**
- Don't Publish To The Web
- Student Organizations
- University Life**

If you do not want your event to be published to the Public Calendar, select “**Don't Publish To The Web**” and click the “**Next**” button.



Edit CATEGORIES for this event.

- Academics & Research
- Alumni
- Community
- Don't Publish To The Web
- Student Organizations
- University Life

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

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

Minors on Campus
Comments:

Once all necessary fields are filled out, click the “**Next**” button.



Select which CALENDARS should publish this event.

Alcohol Being Served At Event

Comments:

Animals on Campus for Event

Comments:

Elected Official or High Profile/Controversial Speaker

Comments:

Minors on Campus

Comments:

Requesting a Food Truck(s)

Comments:

Temporary Structures (larger than 10'x20')

Comments:

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

Comments:

Use of Inflatables or Mechanical Amusement Devices

Comments:

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

Comments:

Vehicles for Display (Food trucks, mobile displays)

Comments:

Type an “**Event Comments**” and continue by clicking the “**Next**” button.



Add additional **COMMENTS** and **NOTES** for this event.

Event Comments

A large, empty rectangular text area for entering event comments.

Select “**Draft**” for your Event State and hit “**Save**”.

Note

Once the event has been saved in the **Draft State**, it is sent to the C&E 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**.

Verify or change the **EVENT STATE**.

Draft

Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.



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.

Do not use the “Email” Section, this is for the C&E Office.

The screenshot displays the 'FULL EVENT REQUEST - TEST' interface. At the top, a green banner states 'This event has been successfully saved.' with a 'Close' button. Below this, a blue header reads 'Here's Some Information About Your Event'. The main content area is divided into several sections:

- Locations Saved as Event Preferences:** Lists 'BRO PLAZA' as a removed location converted to a preference.
- Resources Saved as Event Preferences:** Lists several resources (A.V. Audio System, A.V. Mic.- Wireless, Podium, Tables - Round 66" [Seat 10], Chairs - Almond/Folding, Police & Parking Services Requested, A.V. Services Requested, Parking Permit, C&E Services Requested) as removed and converted to preferences.
- What's Next?:** Contains four buttons: 'View Details' (circled in red), 'Edit' (circled in red), 'Copy', and 'Email' (circled in red). Each button has a brief description of its function.
- Event Preferences:** Lists requested locations (BRO PLAZA) and resources (A.V. Audio System, A.V. Mic.- Wireless, Podium, Tables - Round 66" [Seat 10], Chairs - Almond/Folding).
- More Event Options:** Includes links for 'Print Confirmation', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'.

On the left side, a sidebar shows event details: 'Ceremony', 'CONFERENCES & EVENTS', '150 Attendees Expected', 'Full Event Request - TEST Ceremony for the Conferences & Events Office...', 'Fri Jul 21 2017 4:00pm - 7:00pm', 'Pre-Event: 2 hours', 'Post-Event: 2 hours', 'Lombardi, Tyler (Room Scheduler and Requestor)', 'Academics & Research; Community; University Life', and 'Minors on Campus'. At the bottom of the sidebar, it shows 'Draft' and 'ID: 2017-ABBVCP'.

VII. 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 **10 business days prior to the event start date.**

The Conferences & Events Office reserves the right to deny any/all requests put in 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.

VIII. 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.

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.

IX. Conferences & Events Office Information



Conferences & Events Office

University Advancement

Main Line: (805) 437-3900

Location: University Hall 1612

Email: events@csuci.edu

www.csuci.edu/conferences-events