



California State  
University

**UNIVERSITY  
EVENTS**

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

# **25Live Pro General Space Request Manual**

**2020**

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## **I. Revision Control**

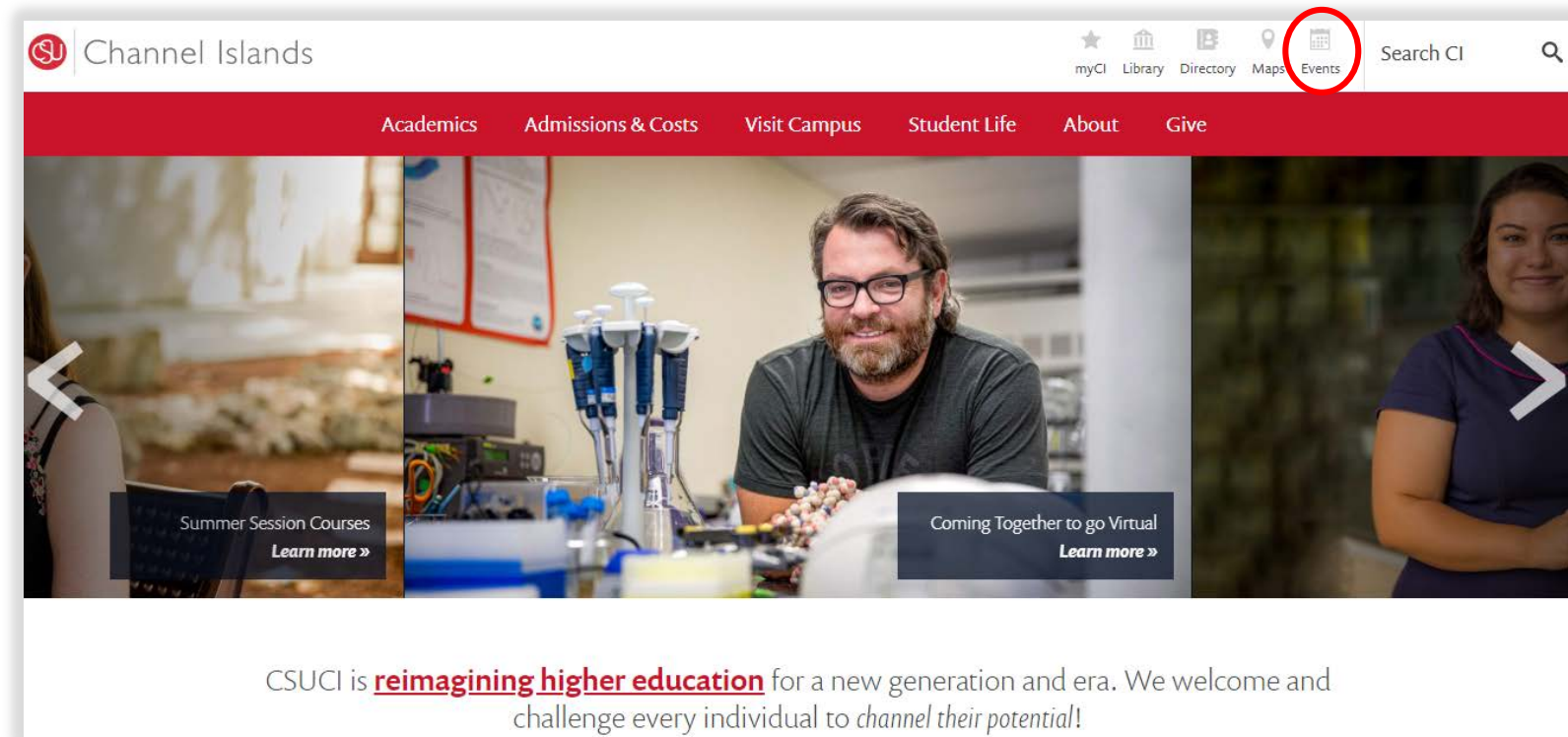
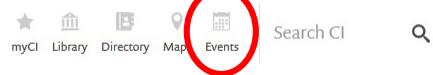
Document Title: 25Live Pro General Space Request Manual

Author: University Events office

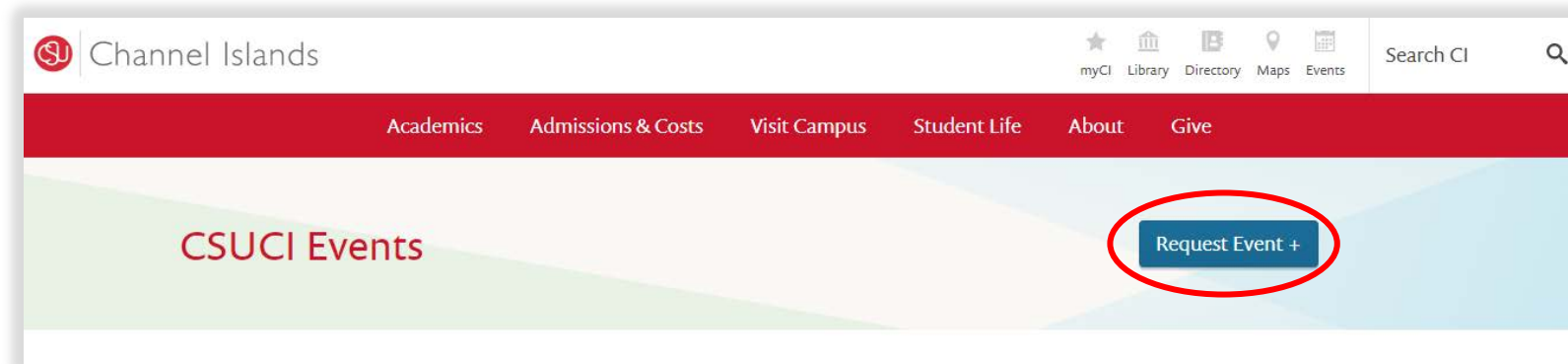
<b>Date</b>	<b>By</b>	<b>Action</b>	<b>Pages</b>
4/2020	Hayley Van Arsdell	Revised to updated 25Live Pro	All Pages

## II. Logging into 25Live

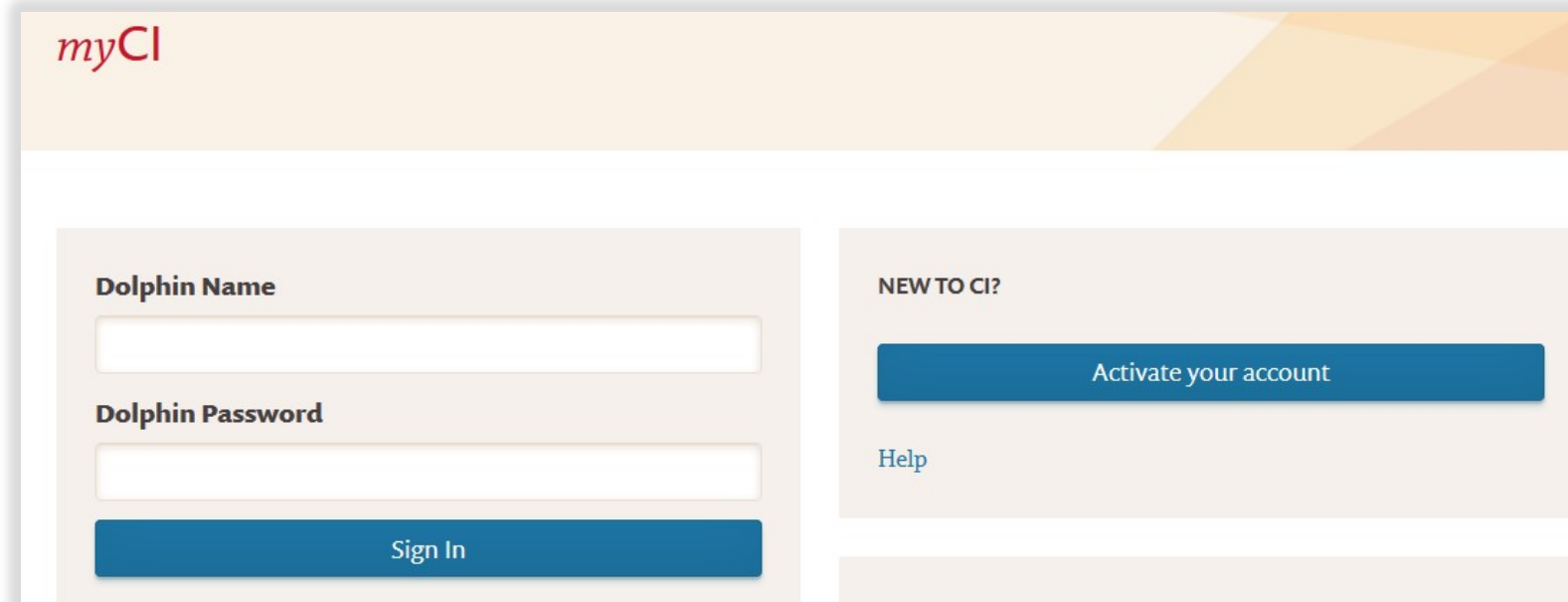
From the CSU Channel Islands website ([www.csuci.edu](http://www.csuci.edu)) click on the “Events” button in the upper right-hand corner.



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

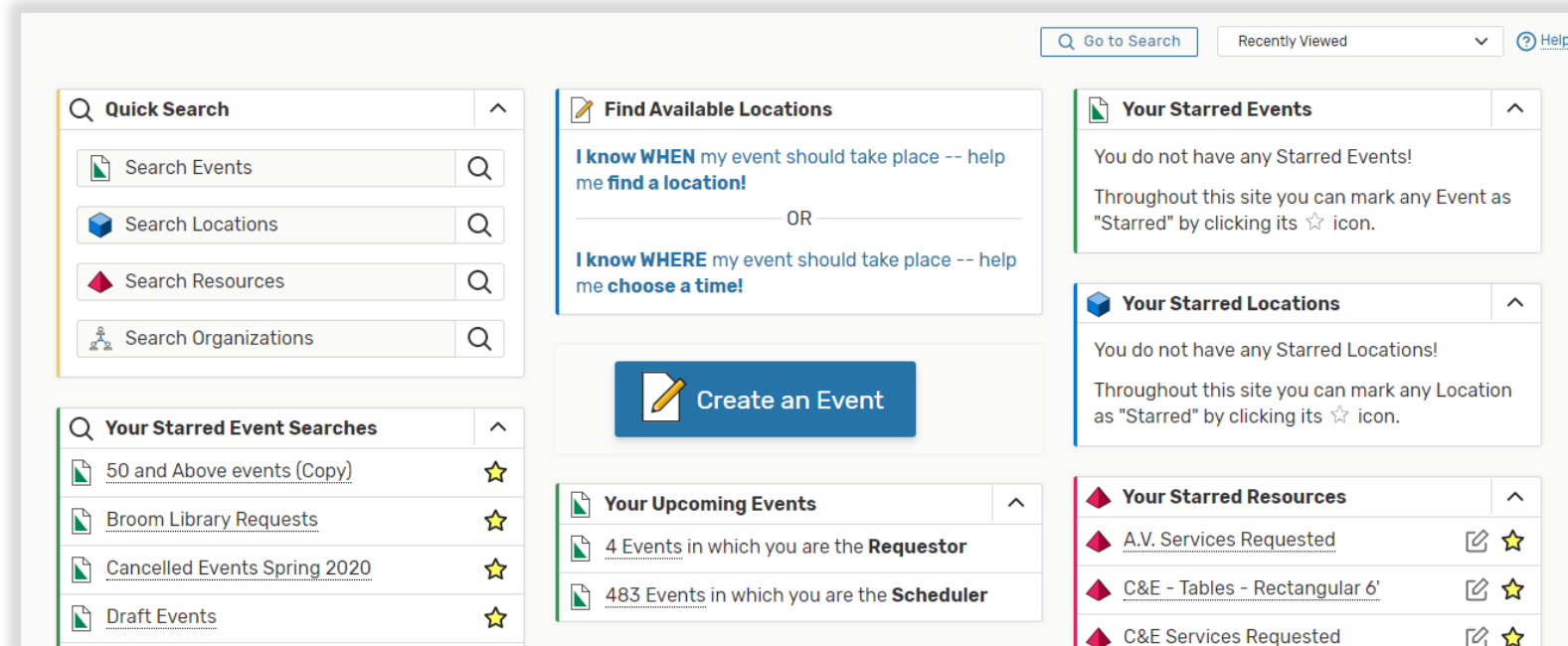


This will direct you to log into your myCI. Use your myCI credentials to log into 25Live.



The image shows the myCI login interface. It features a header with the 'myCI' logo. Below the header, there are two main sections. On the left, there is a login form with two input fields: 'Dolphin Name' and 'Dolphin Password', followed by a blue 'Sign In' button. On the right, there is a section for new users with the heading 'NEW TO CI?' and a blue button labeled 'Activate your account'. Below this button is a link for 'Help'.

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



The image shows the 25Live Pro homepage dashboard. At the top right, there is a search bar with 'Go to Search', a dropdown menu for 'Recently Viewed', and a 'Help' link. The dashboard is divided into several sections:

- Quick Search:** A vertical list of search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations', each with a magnifying glass icon.
- Find Available Locations:** A section with two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below these prompts is a blue button labeled 'Create an Event'.
- Your Starred Events:** A section stating 'You do not have any Starred Events!' and explaining that users can mark events as 'Starred' by clicking a star icon.
- Your Starred Locations:** A section stating 'You do not have any Starred Locations!' and explaining that users can mark locations as 'Starred' by clicking a star icon.
- Your Starred Event Searches:** A list of saved searches: '50 and Above events (Copy)', 'Broom Library Requests', 'Cancelled Events Spring 2020', and 'Draft Events', each with a star icon.
- Your Upcoming Events:** A section showing '4 Events in which you are the Requestor' and '483 Events in which you are the Scheduler'.
- Your Starred Resources:** A list of starred resources: 'A.V. Services Requested', 'C&E - Tables - Rectangular 6'', and 'C&E Services Requested', each with a star icon and a document icon.

### **III. Quick Schedules**

#### **a. Definition of a Quick Schedule**

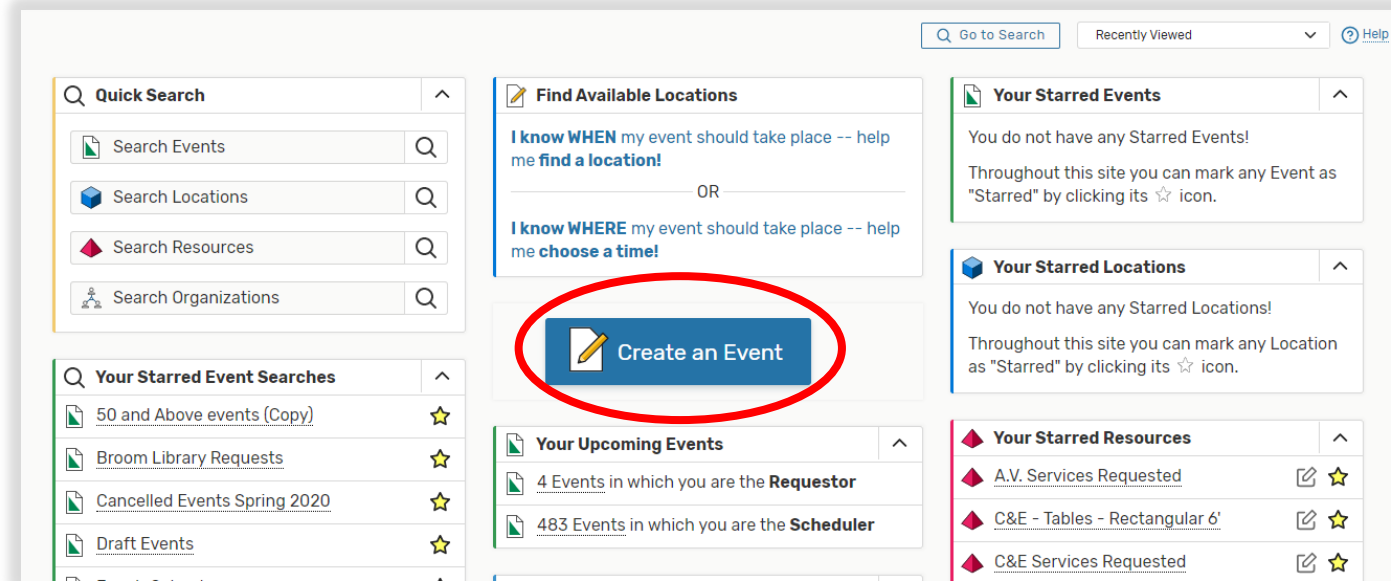
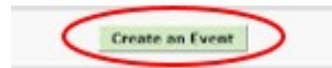
A Quick Schedule request was designed to accelerate an event request process; when you are in need of **a space only**. Before you begin, please note that this process should only be used if your event requests meets the following criteria:

- 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

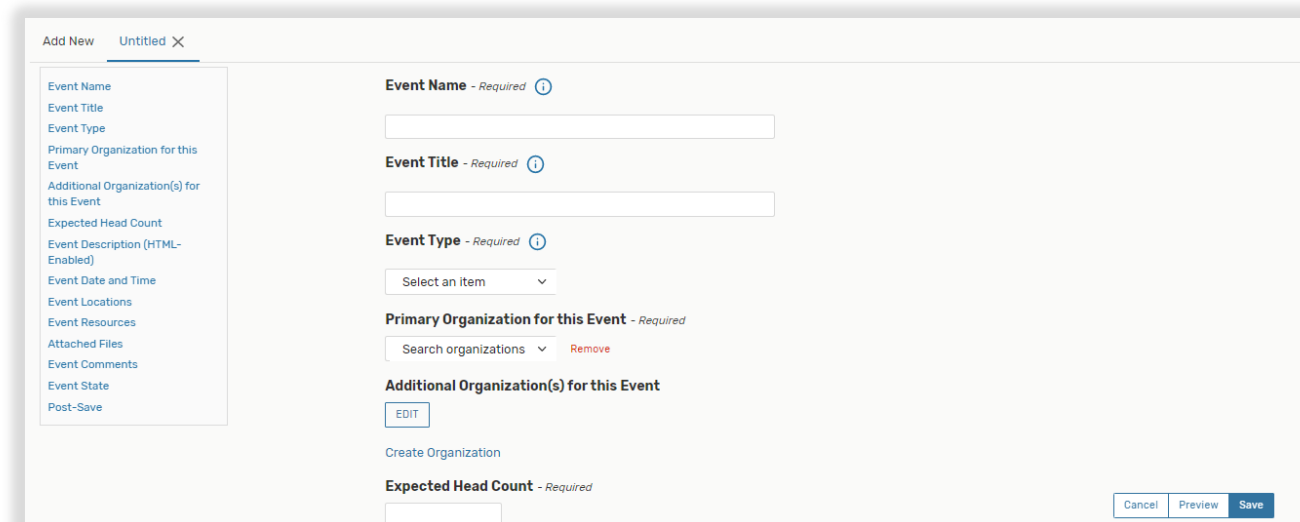
**NOTE:** All conference rooms are scheduled to be unlocked from 8:00 am to 5:00 pm year-round. Classrooms are only scheduled to be unlocked when classes are in session, Monday-Friday of the academic school year. Event Spaces are never scheduled to be unlocked, unless an event has requested automatic unlocking times (this is done through a [Full Detail Event Request](#)).

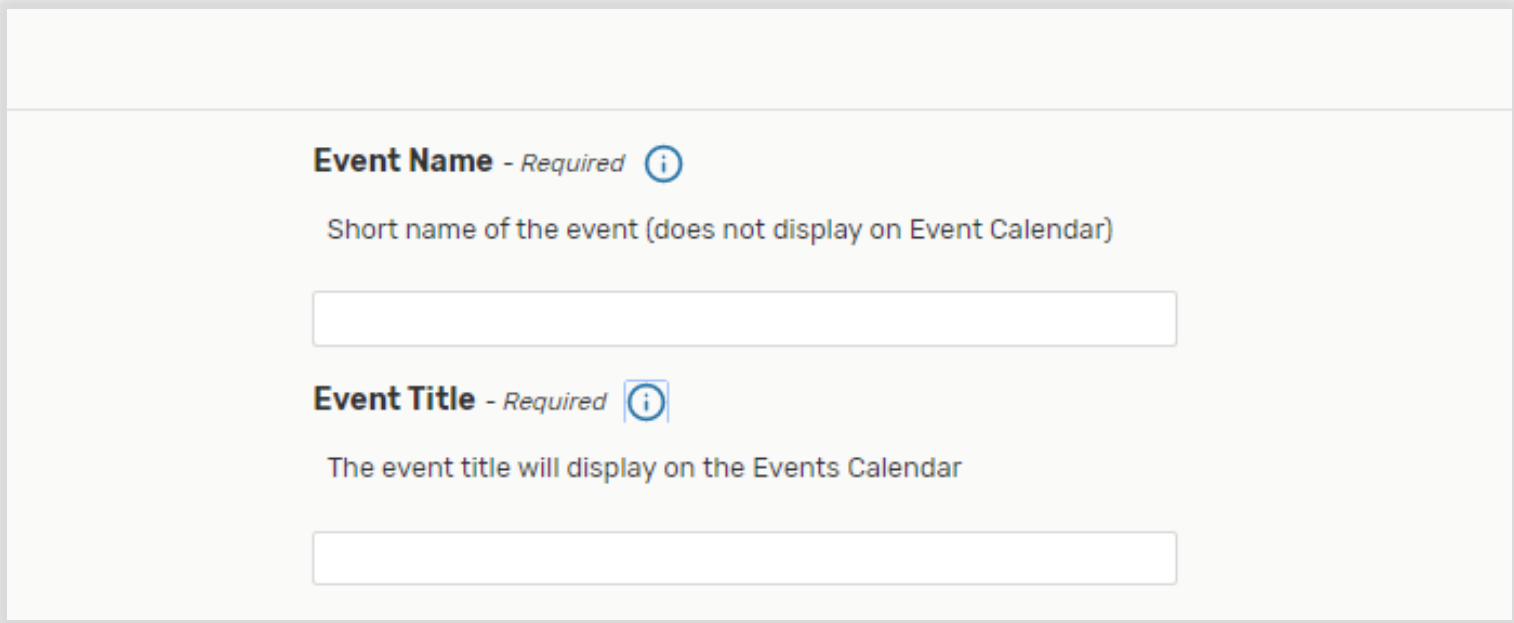
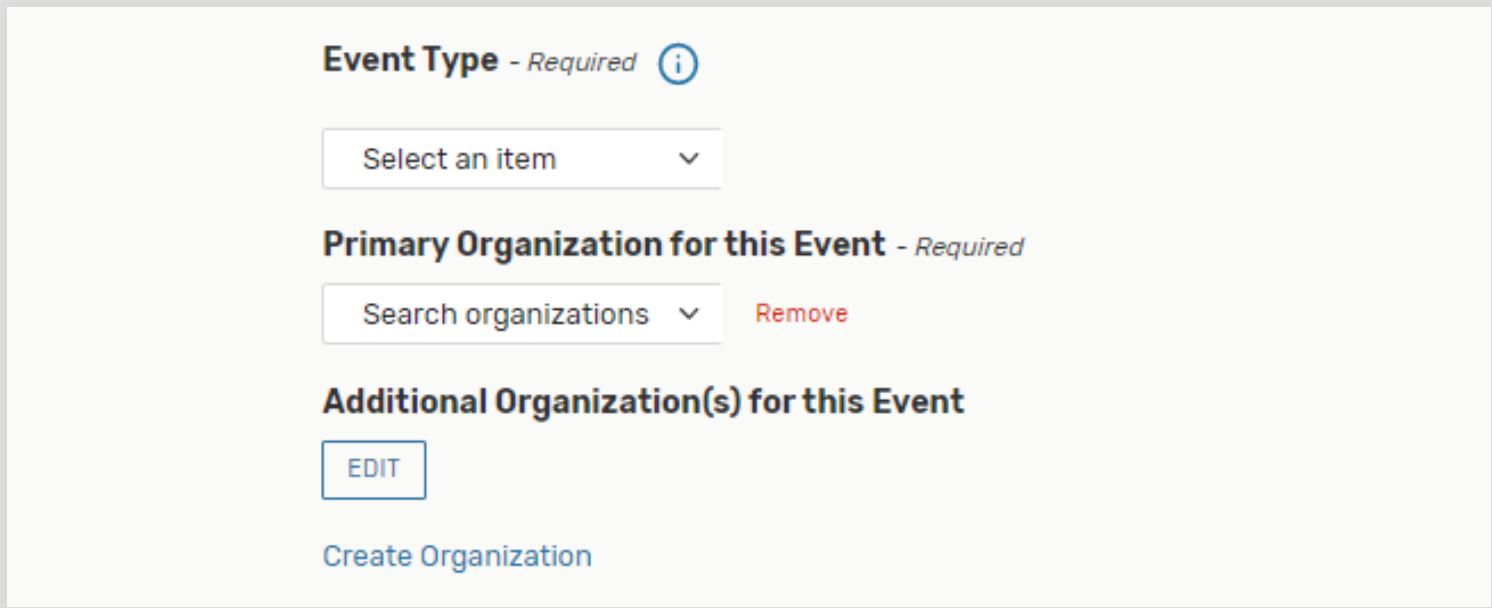
## b. Step-by-Step Process for Placing a Quick Schedule Request

On the 25Live Pro 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.



<p>Start by filling out the “<b>Event Name</b>” and “<b>Event Title</b>”.</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><b>Event Name</b> - Required ⓘ</p> <p>Short name of the event (does not display on Event Calendar)</p> <input type="text"/> <p><b>Event Title</b> - Required ⓘ</p> <p>The event title will display on the Events Calendar</p> <input type="text"/>
<p>Choose “<b>I – Quick Schedule</b>” for Event Type and for Primary Organization for this Event.</p>	 <p><b>Event Type</b> - Required ⓘ</p> <p>Select an item ▼</p> <p><b>Primary Organization for this Event</b> - Required</p> <p>Search organizations ▼ Remove</p> <p><b>Additional Organization(s) for this Event</b></p> <p>EDIT</p> <p>Create Organization</p>



Once all fields are filled out,  
scroll down.

**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

**Event Type** - Required ⓘ  
1 - Quick Schedule ⭐ ▼

**Primary Organization for this Event** - Required  
1 - QUICK SCHEDULE ⭐ ▼ Remove

**Additional Organization(s) for this Event**  
  
[Create Organization](#)

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

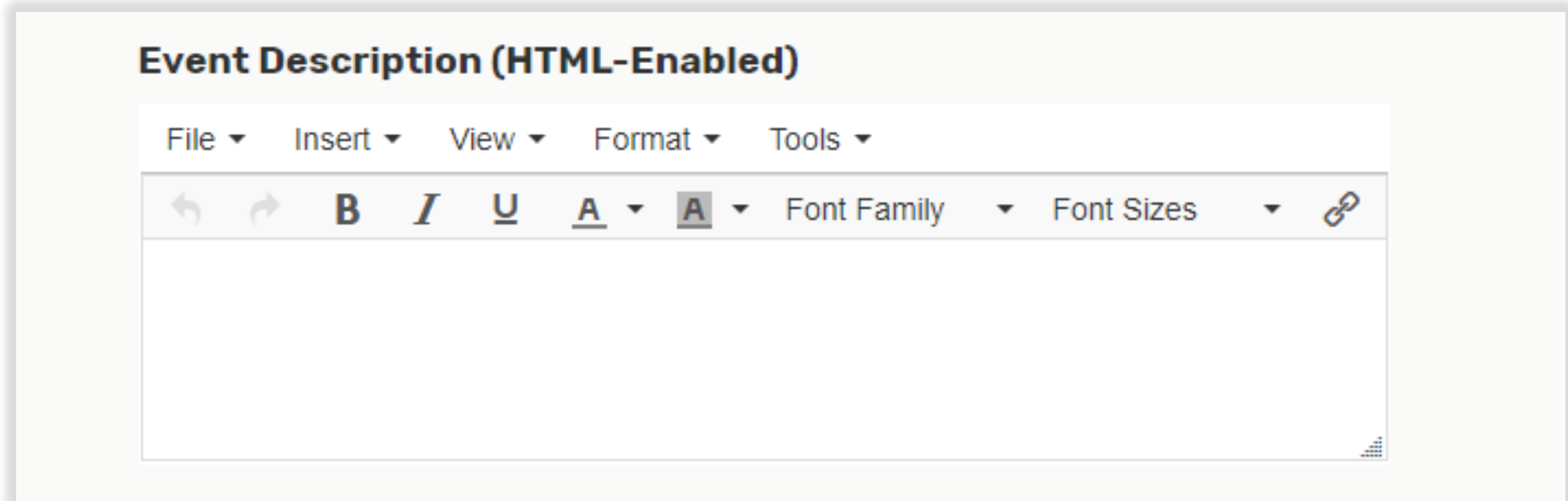
**Expected Head Count** - Required

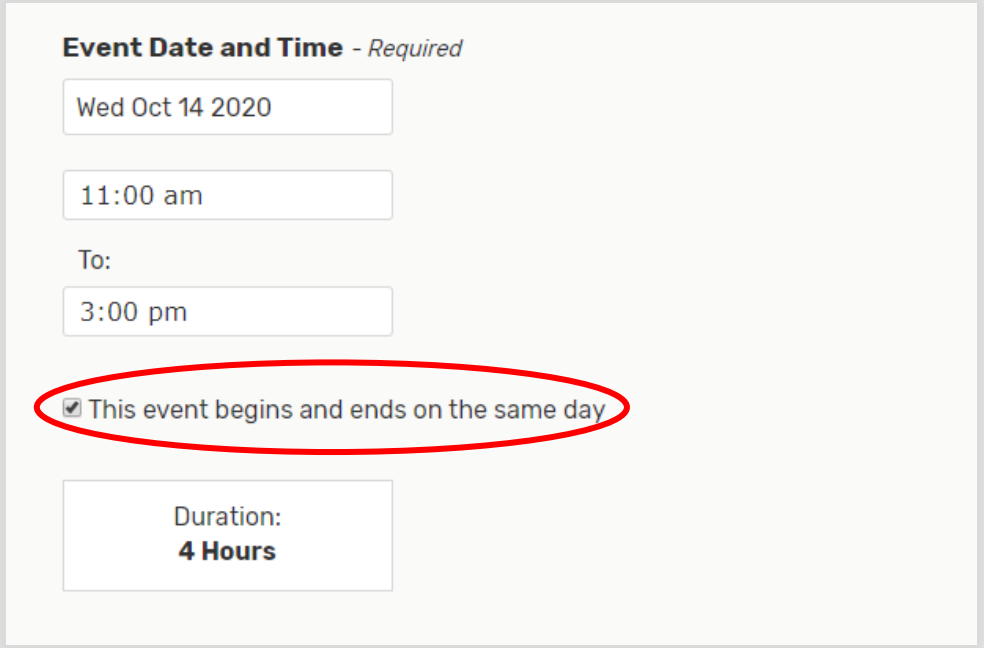
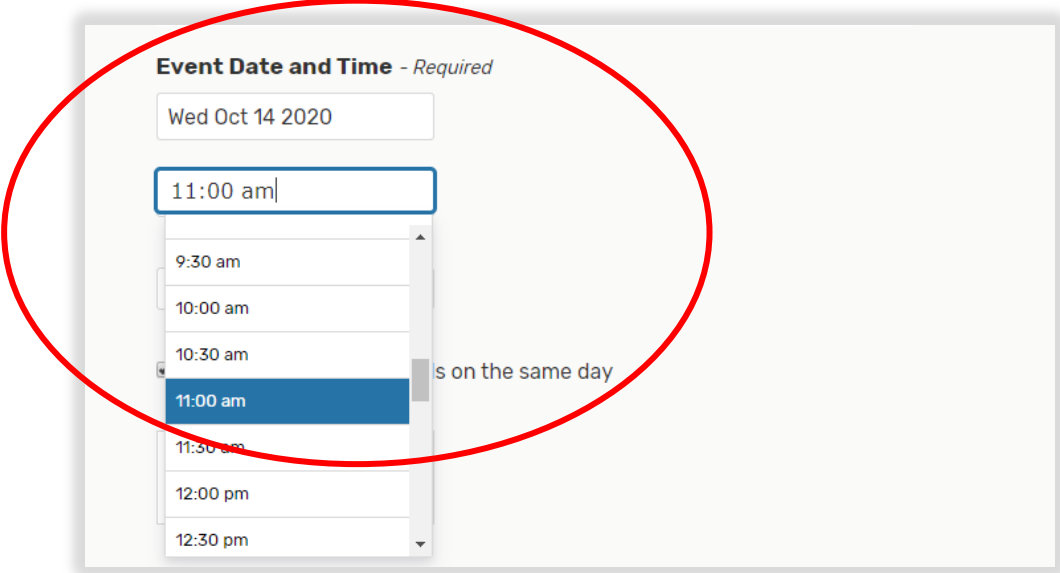
To place an “**Event Description**” type in the Event Description Box.

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.*



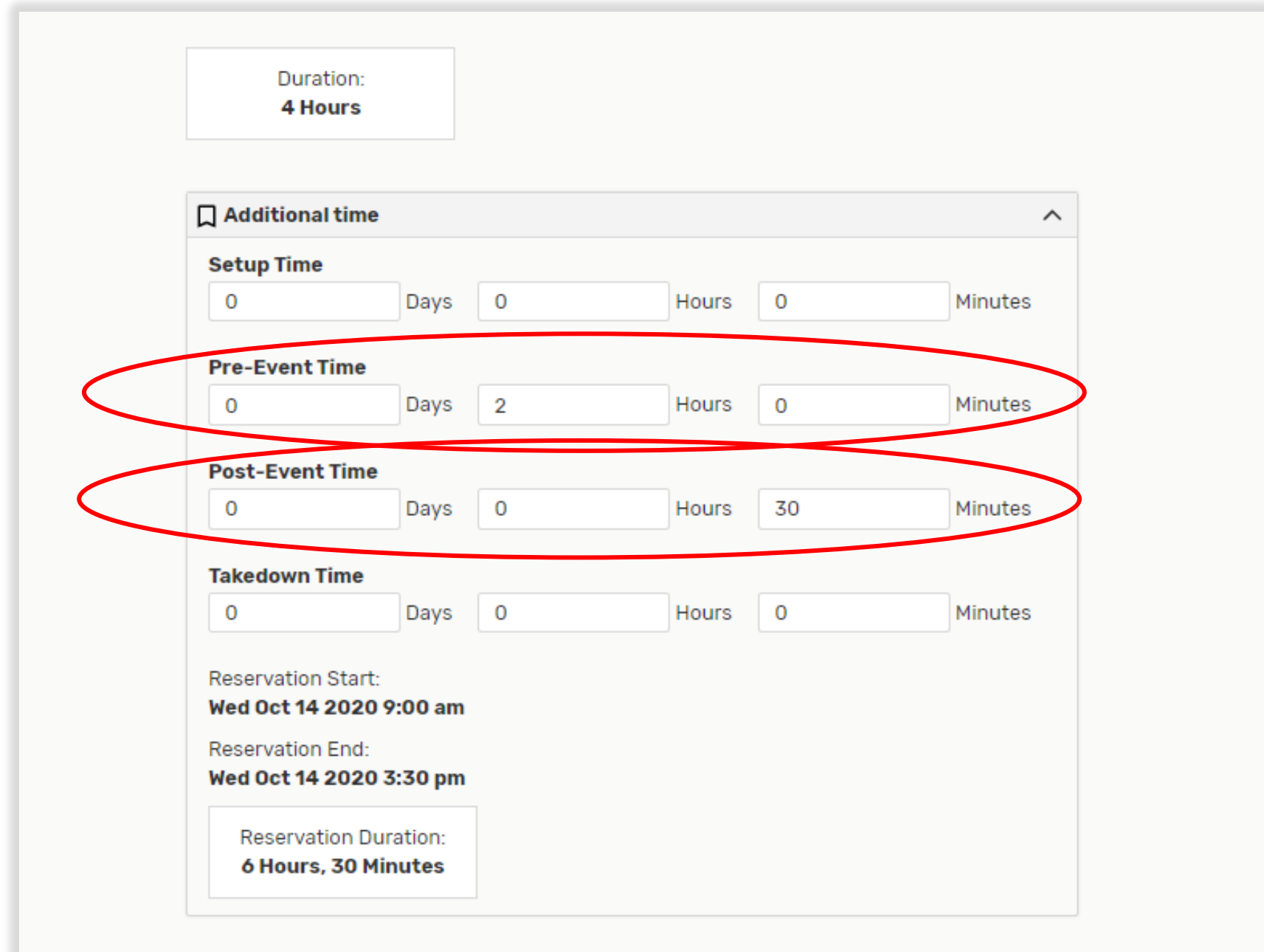
<p>Enter the “<b>Start</b>” date for your request.</p> <p><b>*Note*</b> Always keep the box checked where your request “<b>Start</b>” and “<b>End</b>” date should be on the same day, unless your event spans to midnight.</p> <p>If your event repeats multiple days, you will select the pattern in the following step.</p>	
<p>Enter your “<b>Start</b>” time in the first box and “<b>End</b>” 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><b>*Note*</b> The Event Start and End times should be your actual event time.</p>	

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.



The screenshot displays the event configuration interface. At the top, a box shows the current **Duration: 4 Hours**. Below this is a section titled **Additional time** with a drop-down arrow. This section contains four time input fields:

- Setup Time:** 0 Days, 0 Hours, 0 Minutes
- Pre-Event Time:** 0 Days, 2 Hours, 0 Minutes (This row is circled in red)
- Post-Event Time:** 0 Days, 0 Hours, 30 Minutes (This row is circled in red)
- Takedown Time:** 0 Days, 0 Hours, 0 Minutes

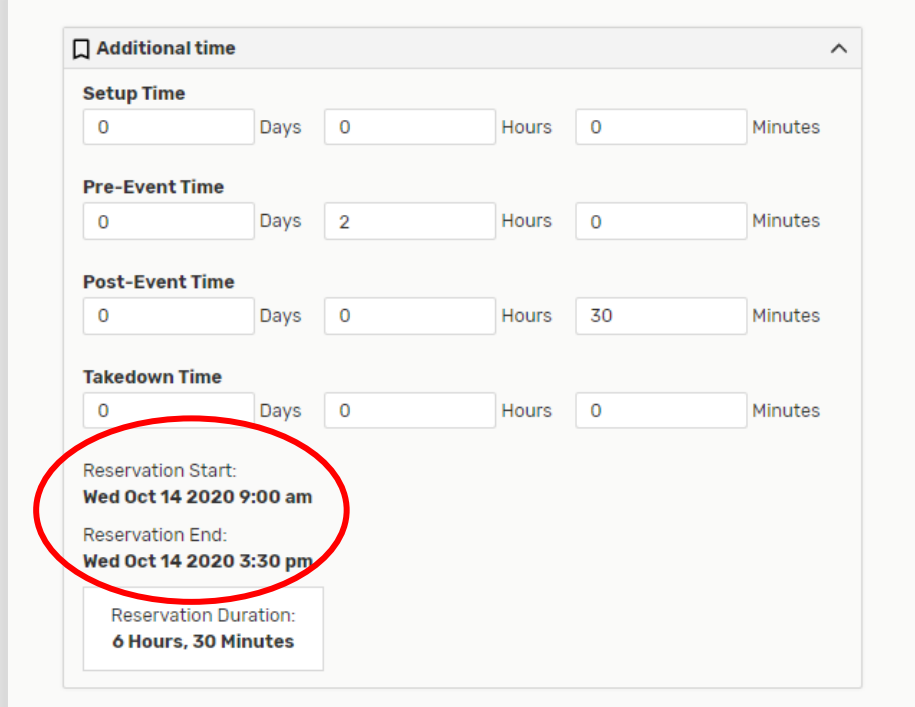
Below the time fields, the reservation start and end times are listed:

- Reservation Start: **Wed Oct 14 2020 9:00 am**
- Reservation End: **Wed Oct 14 2020 3:30 pm**

At the bottom, a box shows the calculated **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**

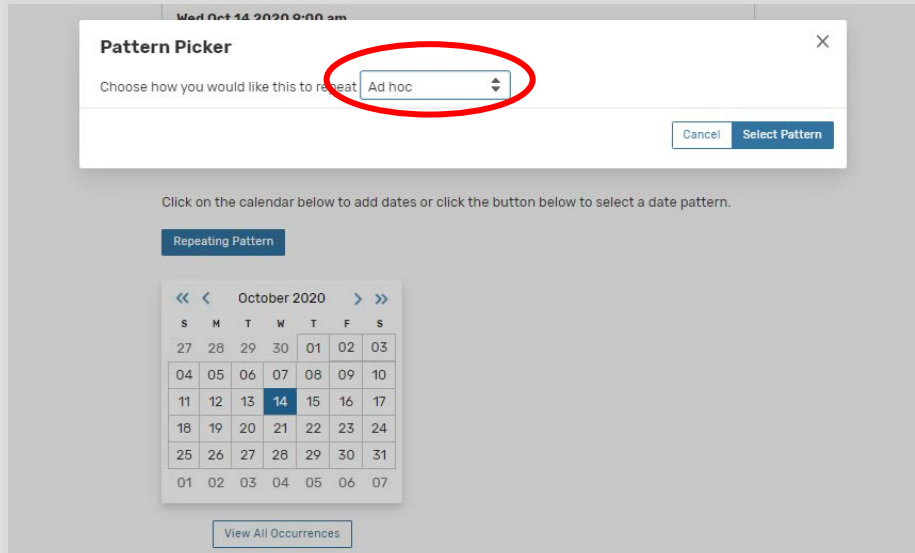
Reservation End:  
**Wed Oct 14 2020 3:30 pm**

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

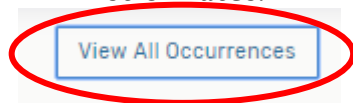
Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

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

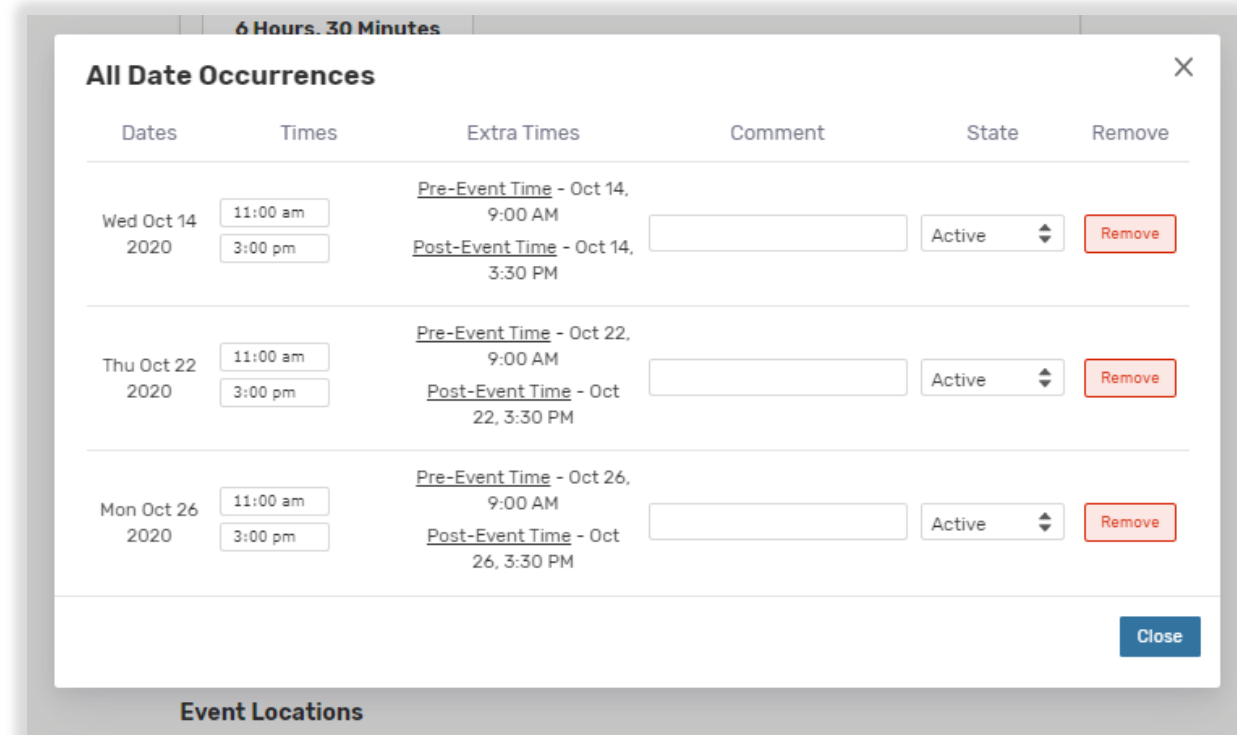
Once you enter your repeat dates, select **“View All Occurrences”** to view your list of dates.



**\*Note\***

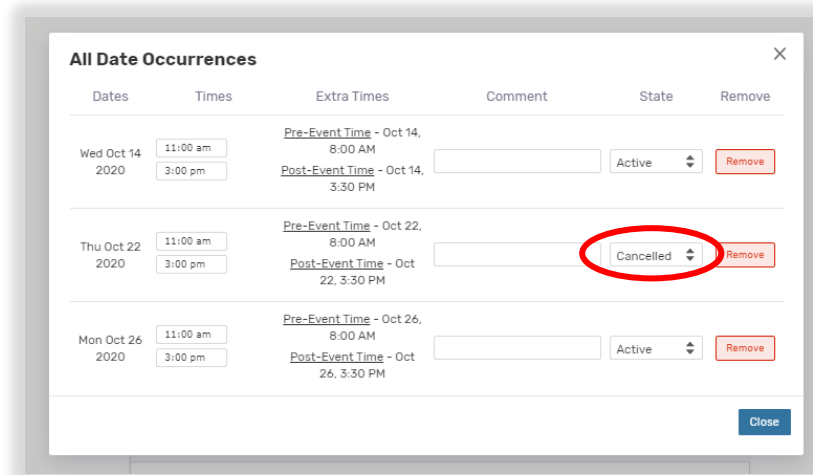
Date Occurrences cannot span across calendar years.

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



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

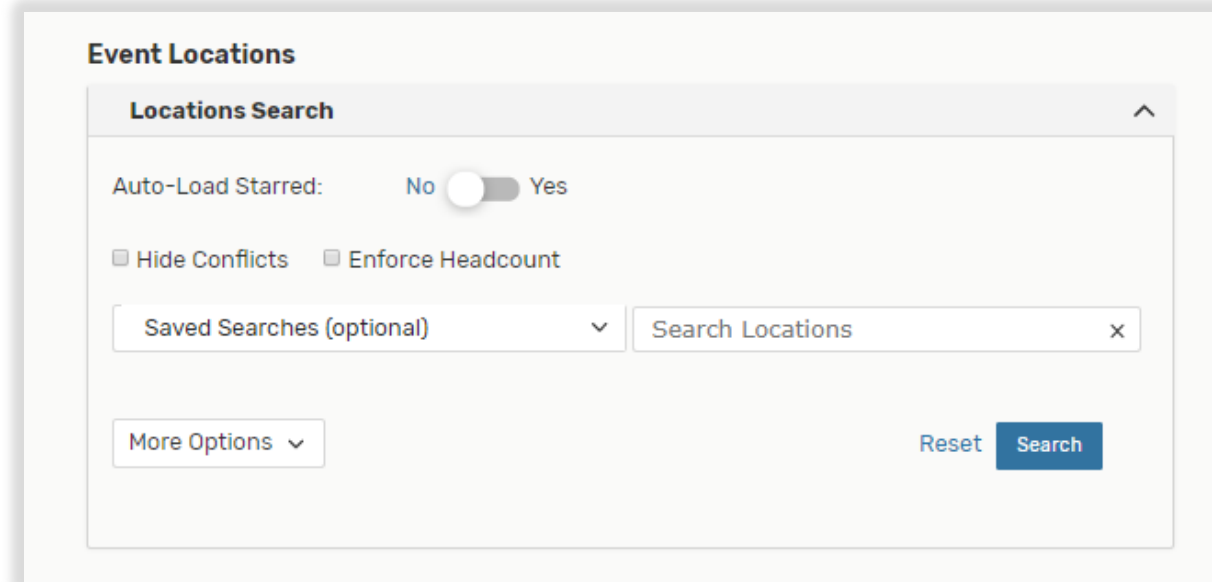
Once all of your dates are chosen, scroll down.



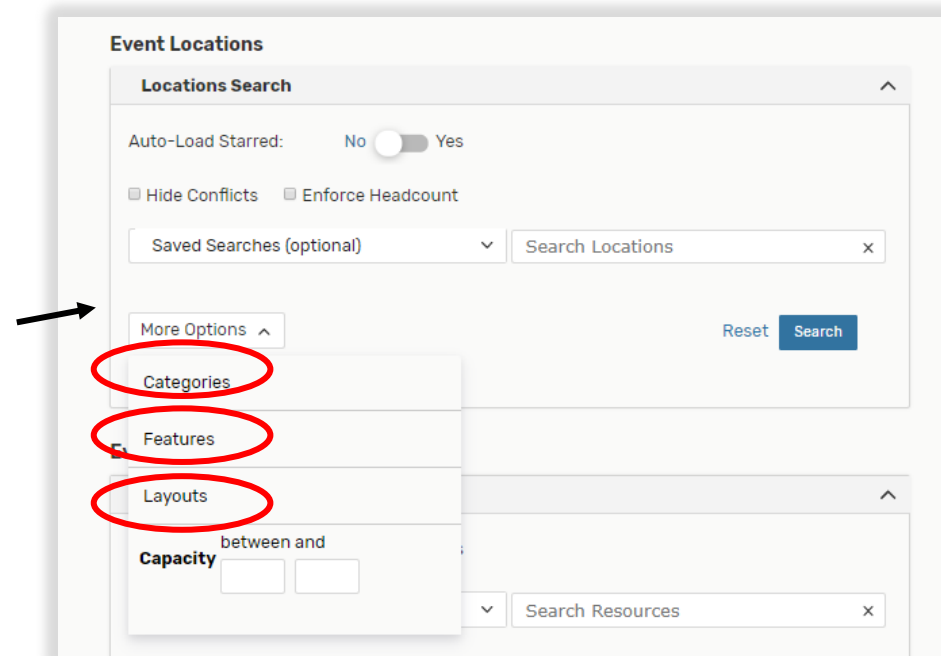
Select 'Reset' to search for your **Event Location(s)** for your event.

**\*Note\***

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."



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.



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 <span>▼</span>						Reset	Search
Available							
Reserve	<a href="#">SAG2132</a>	Sage Hall 2132 - Extended University Conference Room	10	2/2	None		
Reserve	<a href="#">SOL1174</a>	Solano Hall 1174 - Conference Room	12	2/2	None		
Reserve Available	<a href="#">SOL2175</a>	Solano Hall 2175 - Conference Room	23	1/2	Conflict Details		
Request	<a href="#">SUB1080</a>	Student Union Building 1080 - Conference Room	26	2/2	None		
Request	<a href="#">SUB2021</a>	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) x

Reset Search

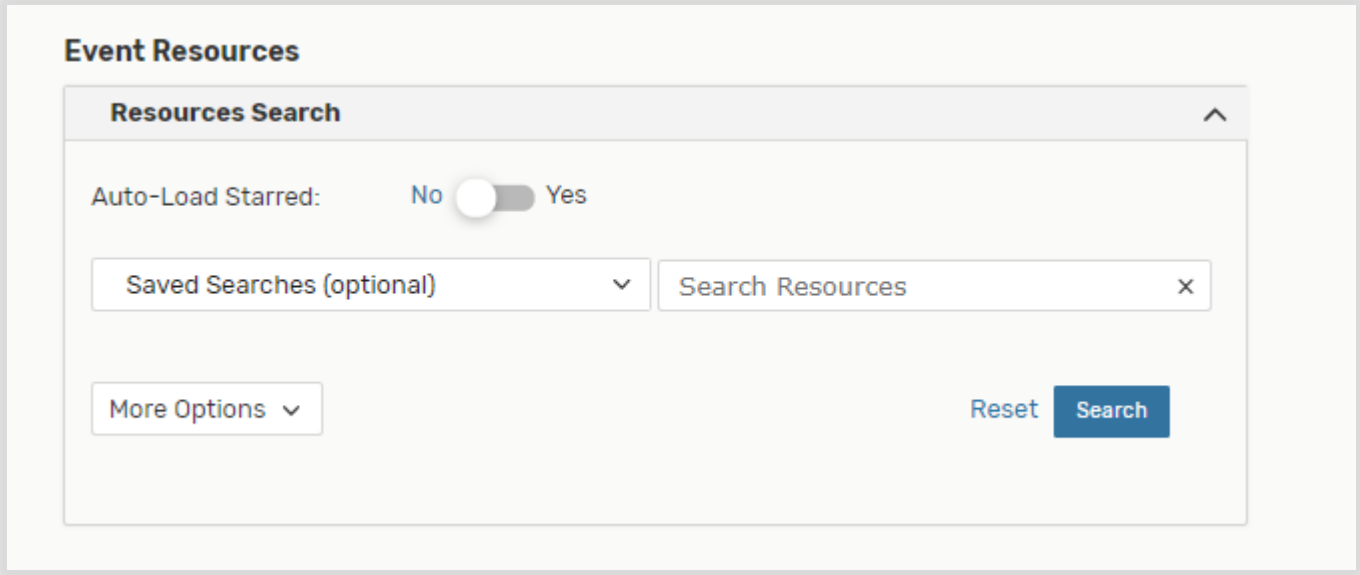
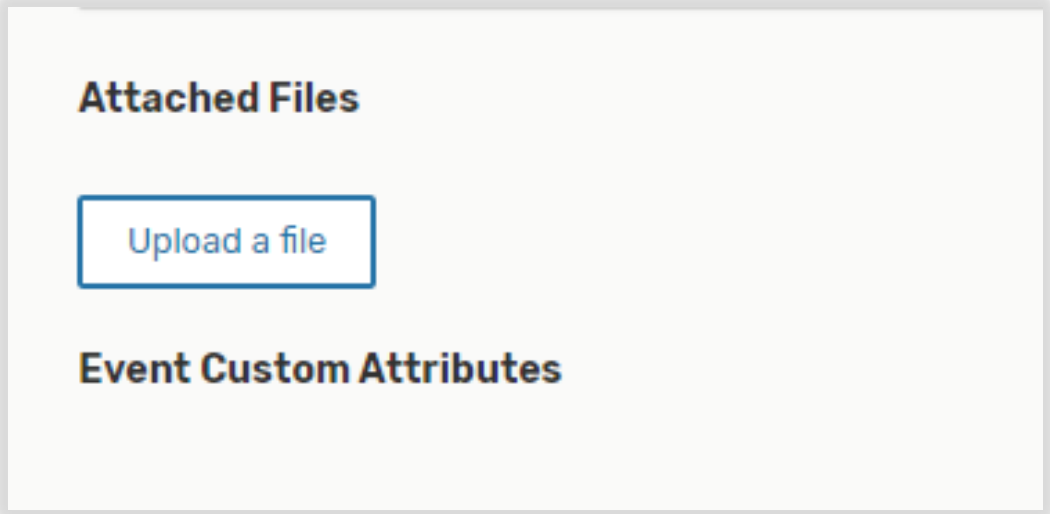
More Options v

---

■ **BTE2810** Bell Tower East 2810 - Conference Room **Capacity: 12** ☆

Included dates:  
Wed Oct 14 2020, Mon Oct 26 2020

Remove View Occurrences

<p><b><u>Quick Schedules DO NOT use any resources.</u></b>        Skip this section and scroll down.</p>	
<p>Quick Schedules also don't use any Event Custom Attributes. Continue by scrolling down.</p>	

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

**\*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 ✕

<input type="checkbox"/> 10th Anniversary [Not Active]	<input type="checkbox"/> Catered [Not Active]	<input type="checkbox"/> Hot Event	<input type="checkbox"/> Staff
<input type="checkbox"/> Academic [Not Active]	<input type="checkbox"/> Community	<input type="checkbox"/> Maintenance [Not Active]	<input type="checkbox"/> Student Organizations
<input type="checkbox"/> Academics & Research	<input type="checkbox"/> Don't Publish To The Web	<input type="checkbox"/> Open To The Public [Not Active]	<input type="checkbox"/> Teaching & Innovations
<input type="checkbox"/> Alumni	<input type="checkbox"/> Faculty Event [Not Active]	<input type="checkbox"/> Publish to vCalendar [Not Active]	<input type="checkbox"/> 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

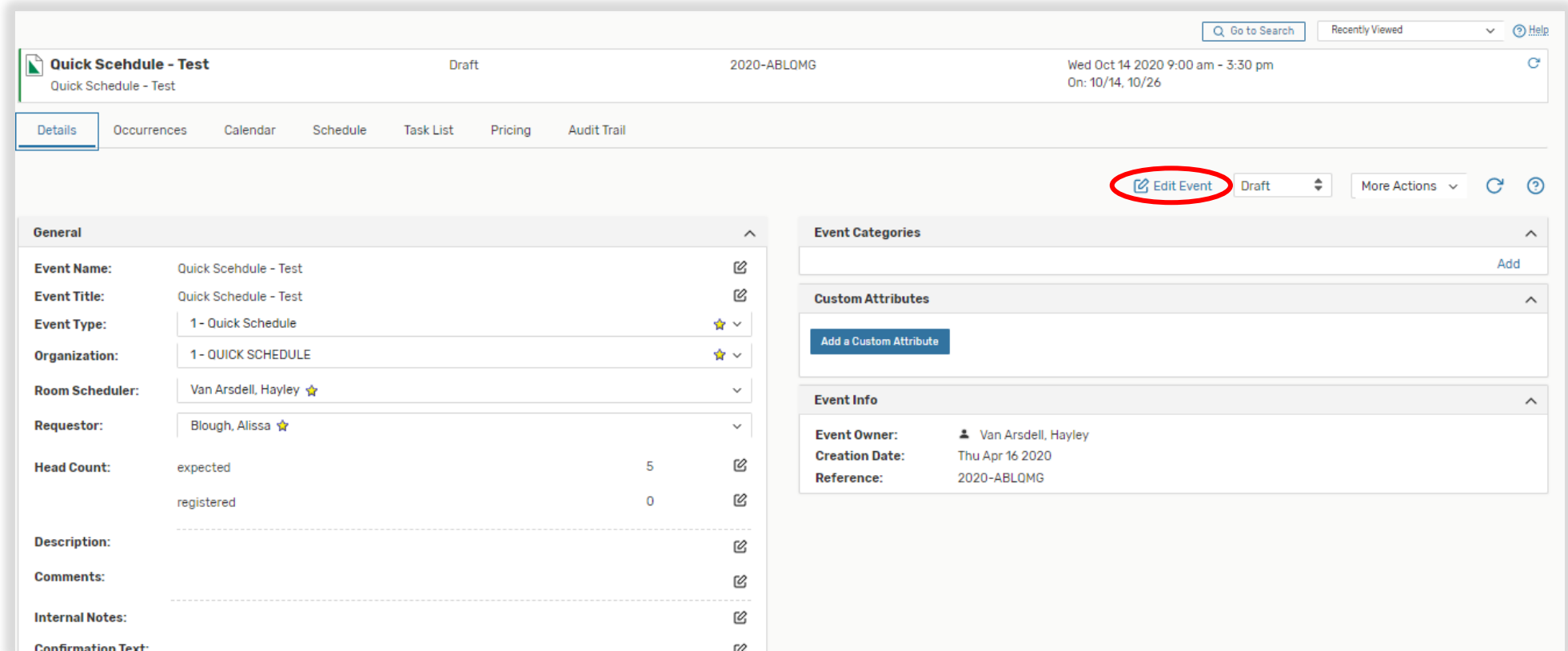
Cancel Preview Save

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](mailto:events@csuci.edu).



The screenshot displays the 'Quick Schedule - Test' event page in a 'Draft' state. The page includes a navigation bar with tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. The 'Details' tab is active. The main content area is divided into several sections:

- General:**
  - Event Name: Quick Scedule - 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: (empty)
  - Comments: (empty)
  - Internal Notes: (empty)
  - Confirmation Text: (empty)
- Event Categories:** (empty)
- Custom Attributes:** (empty)
- Event Info:**
  - Event Owner: Van Arsdell, Hayley
  - Creation Date: Thu Apr 16 2020
  - Reference: 2020-ABLQMG

The 'Edit Event' button is circled in red in the top right corner of the main content area.

## **IV. Events Listing**

### **a. Definition of an Events Listing**

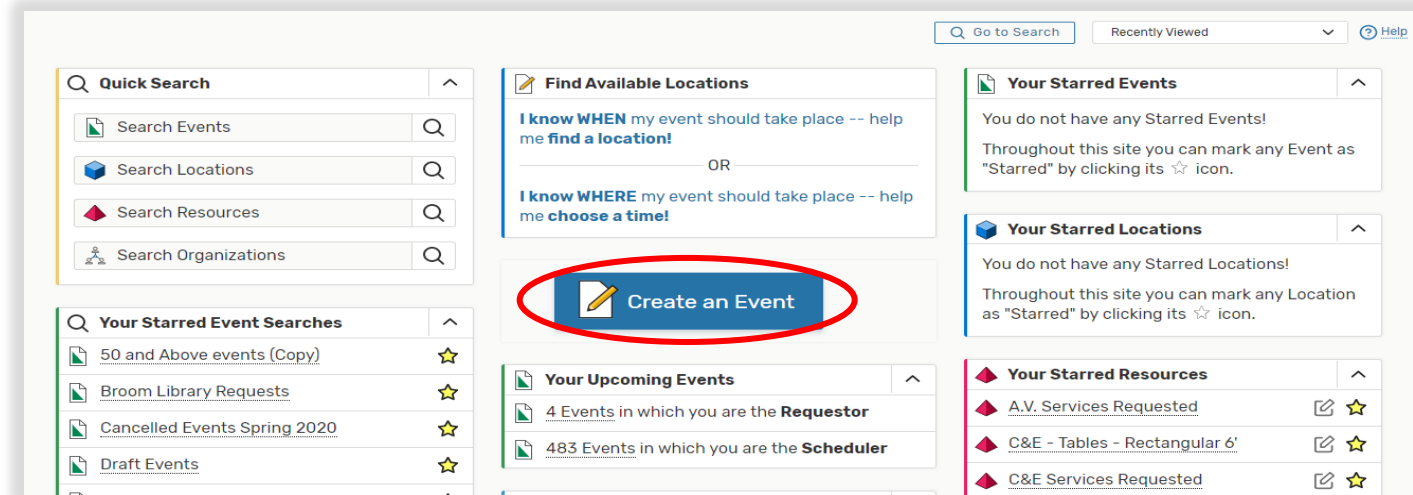
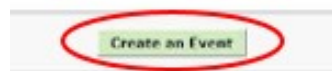
An Events Listing request was designed to accelerate an event request process; when you are in need of a *space only but would like the reservation to populate to the Events Calendar*.

Before you begin, please note that this process should only be used if your event requests meets the following criteria:

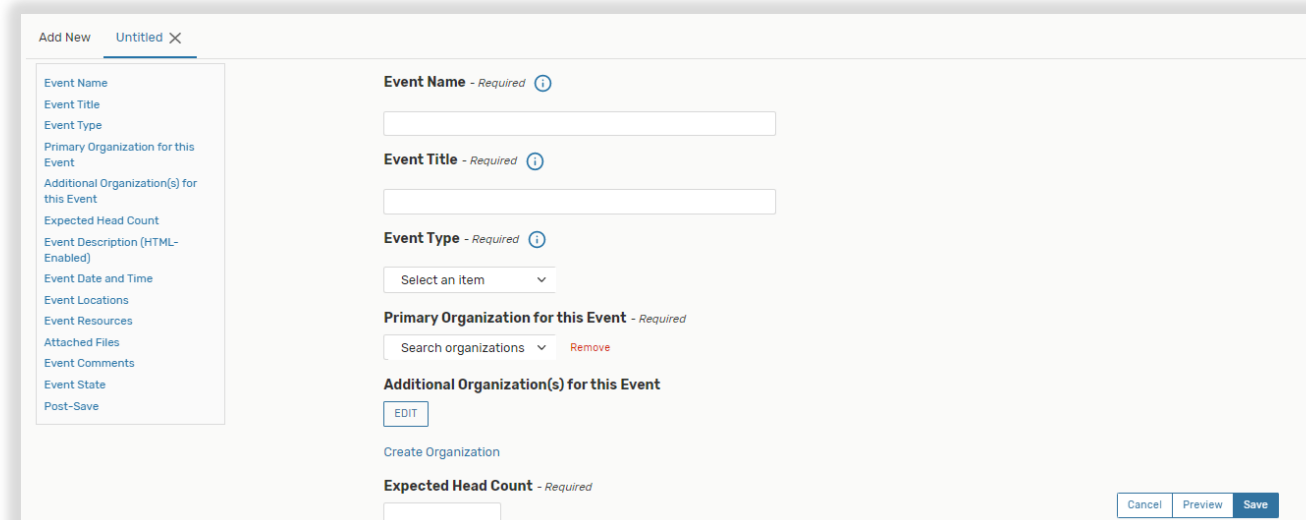
- i. Requires use of a space only
- ii. Attendees will be Internal (campus) attendees only
- iii. No Resources or Services are needed
- iv. Automatic unlocking/locking of the room, exterior building doors and restrooms is not needed

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

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.

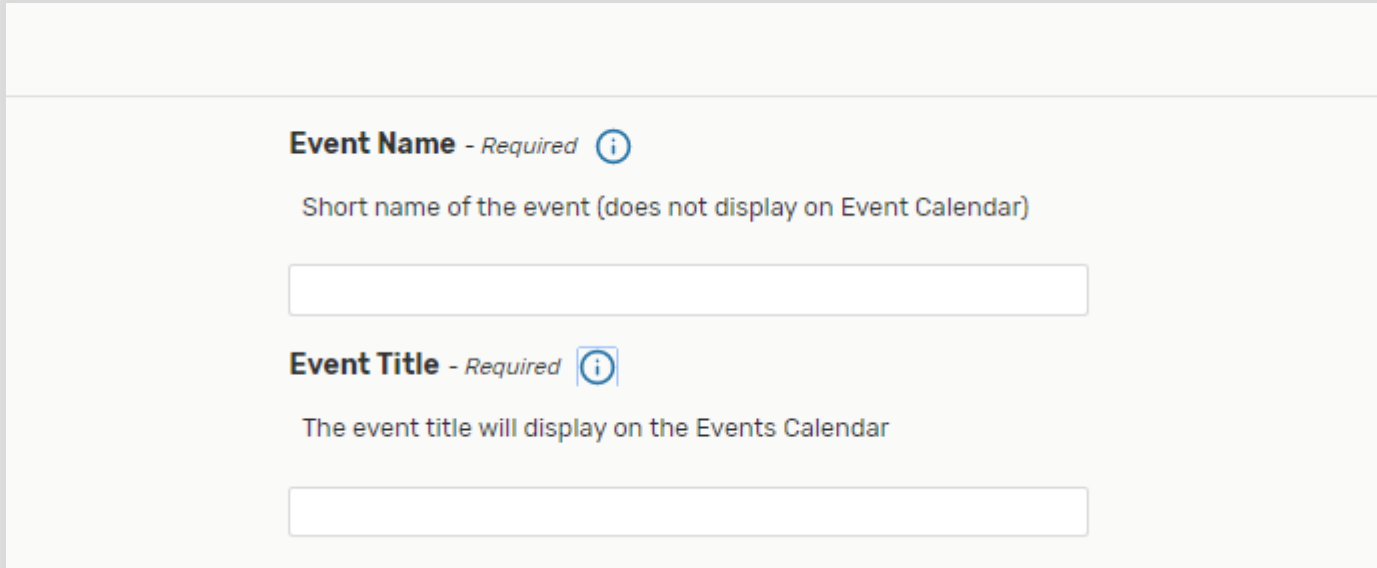




Start by filling out the “**Event Name**” and “**Event Title**”.

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

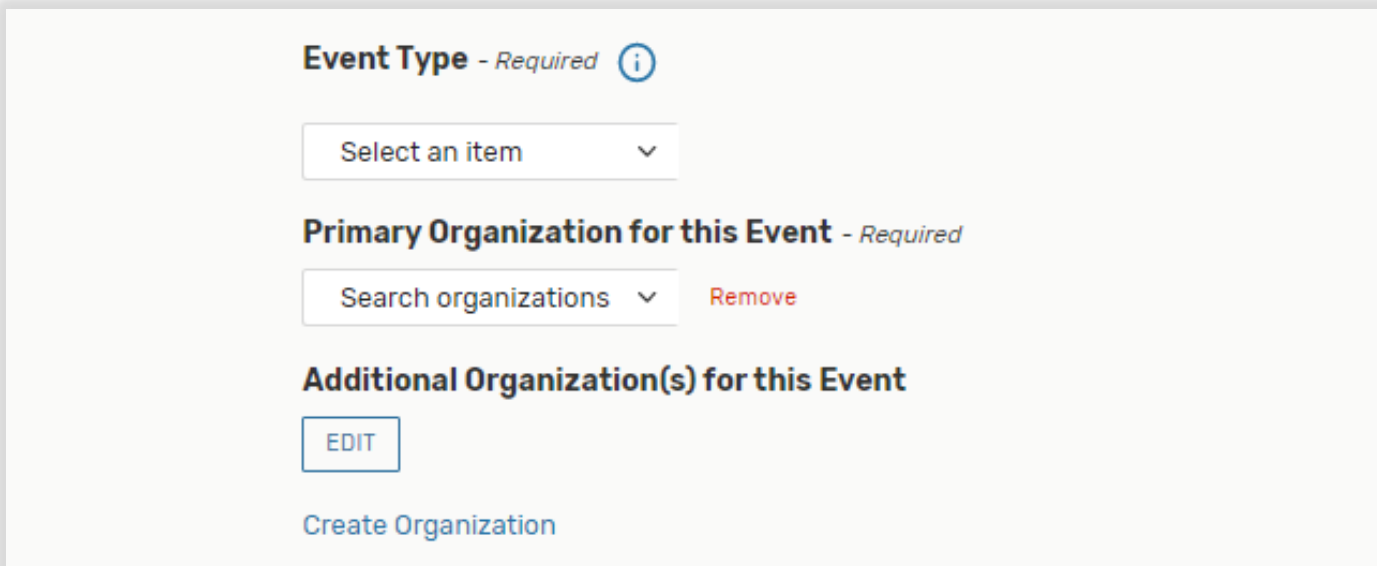
The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar.



**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

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

**Event Name** - Required ⓘ

Quick Scehdule - Test

**Event Title** - Required ⓘ

Quick Schedule - Test

**Event Type** - Required ⓘ

Events Listing ☆ ▾

**Primary Organization for this Event** - Required

1 - QUICK SCHEDULE ☆ ▾ Remove

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

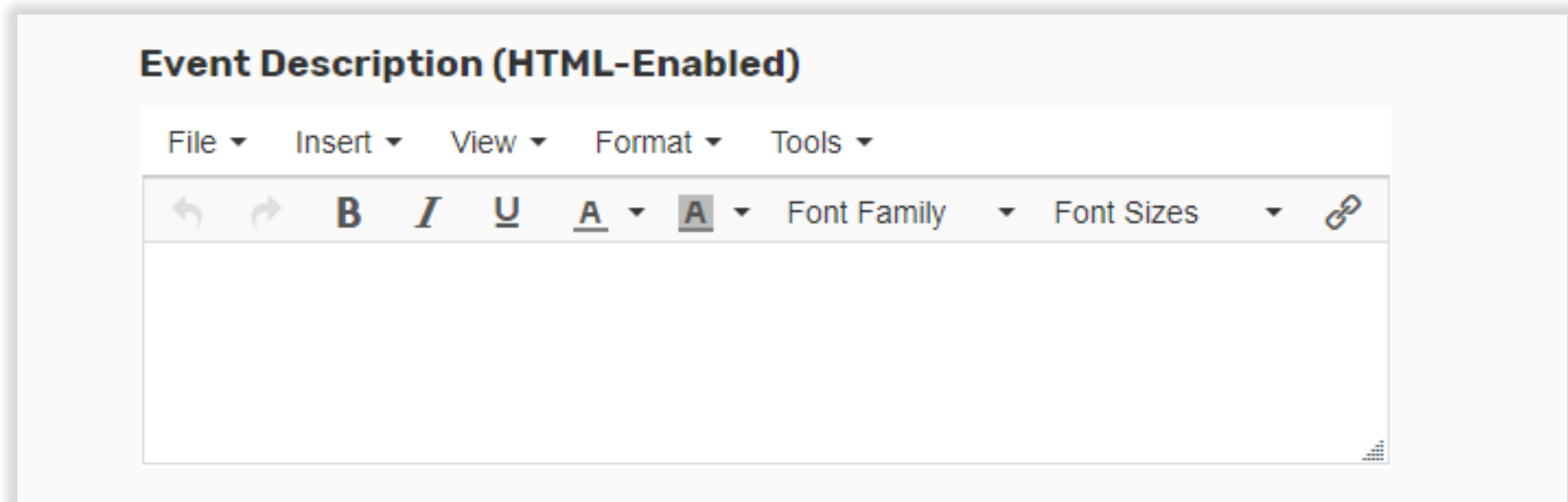
**Expected Head Count** - Required

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

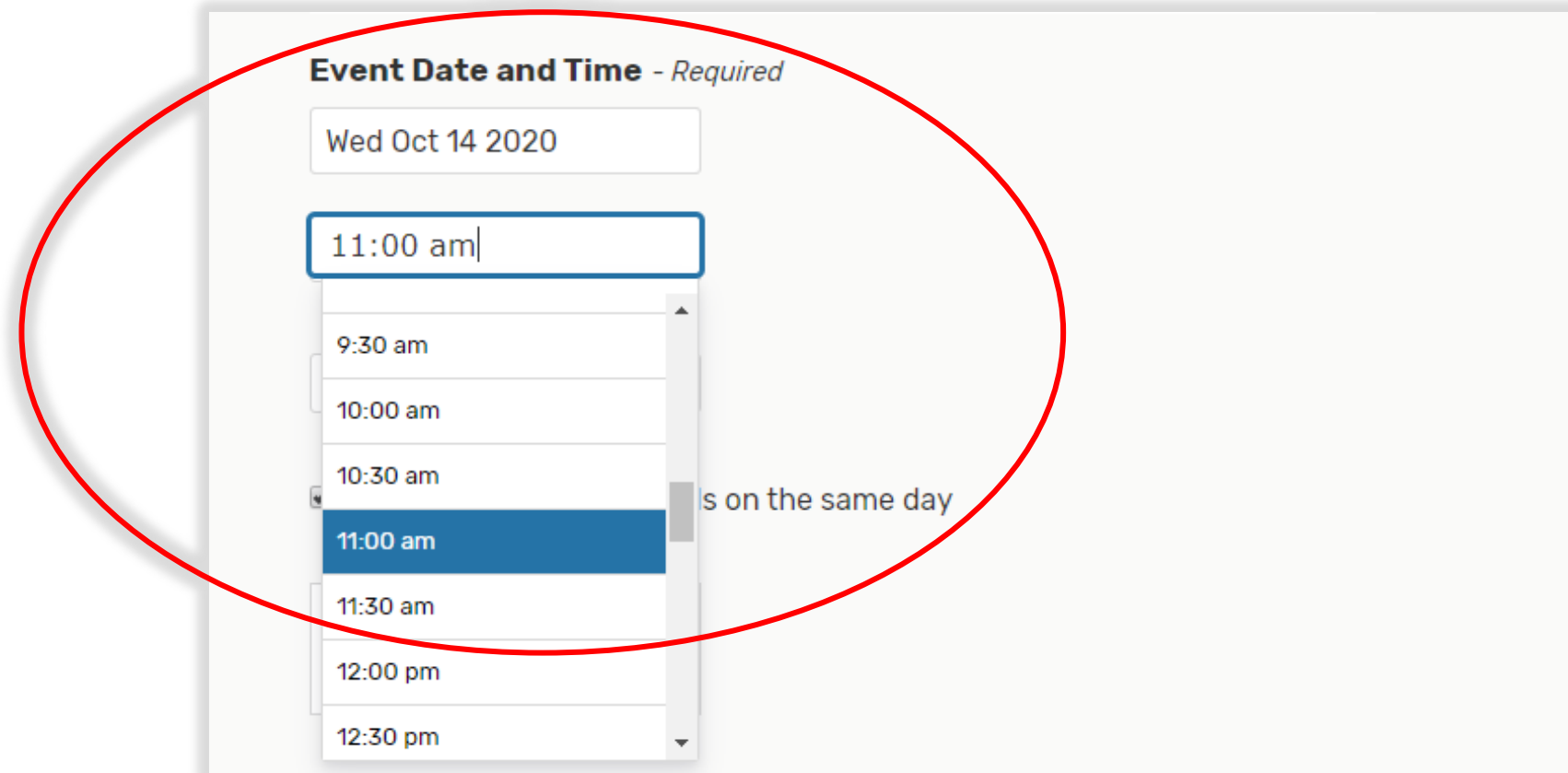
Duration:  
**4 Hours**

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

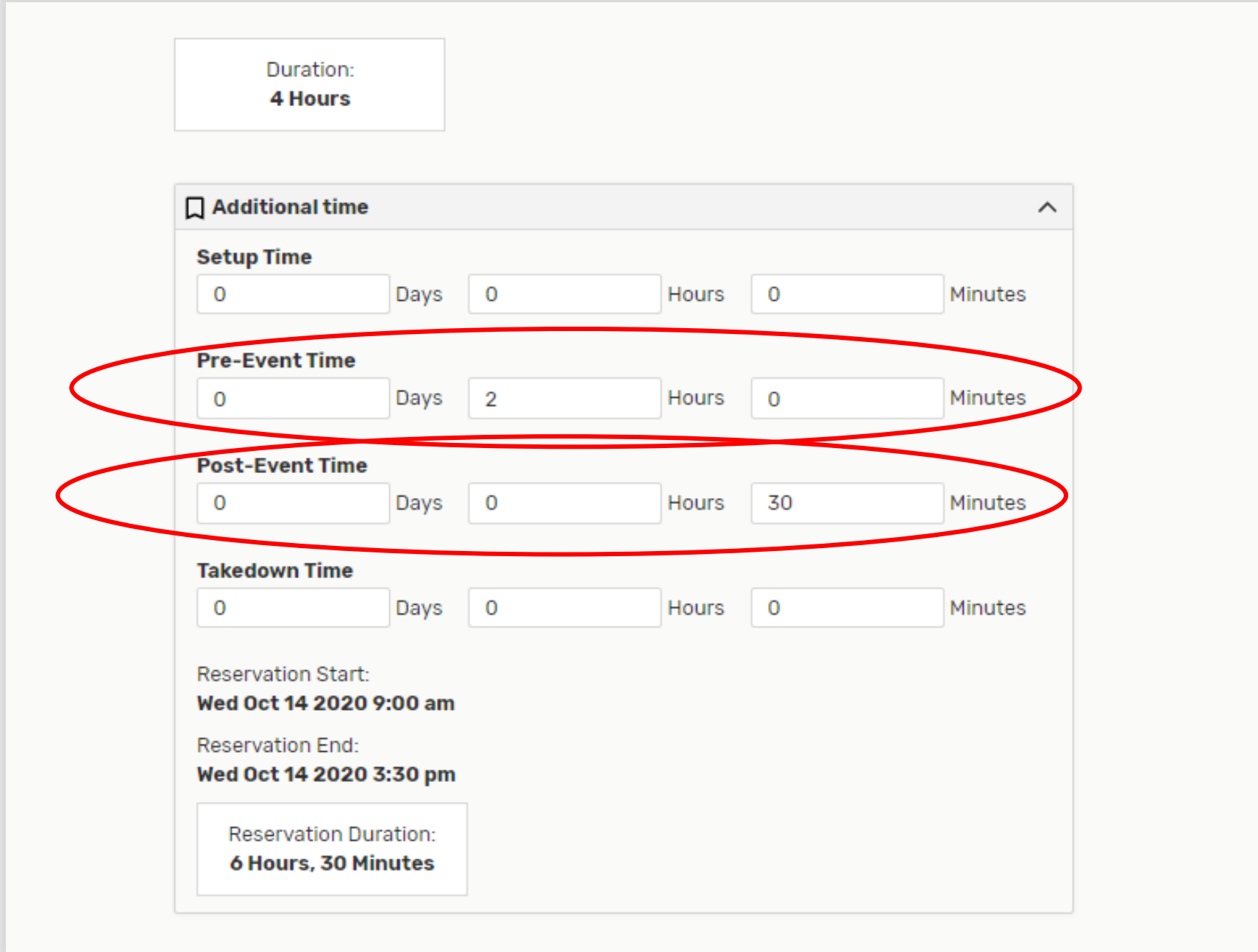
If you need any extra time before or after your event time, click the drop-down arrow next to “**Additional time**”.

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  
 Days  Hours  Minutes

**Pre-Event Time**  
 Days  Hours  Minutes

**Post-Event Time**  
 Days  Hours  Minutes

Takedown Time  
 Days  Hours  Minutes

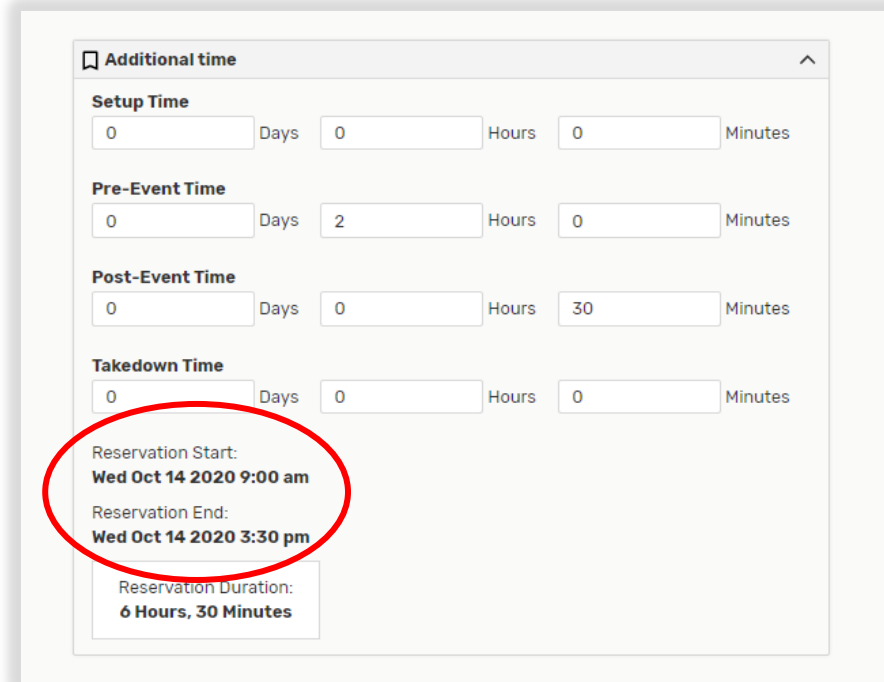
Reservation Start:  
**Wed Oct 14 2020 9:00 am**

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**

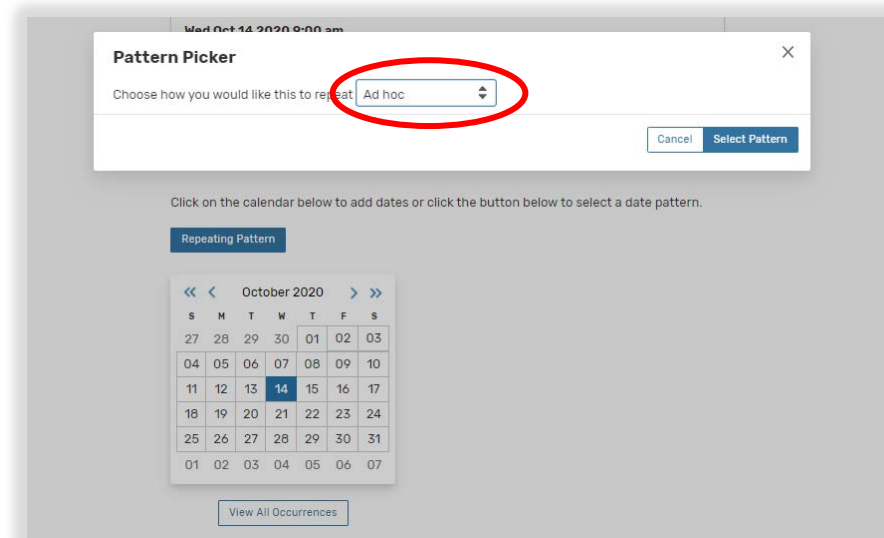
Reservation End:  
**Wed Oct 14 2020 3:30 pm**

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

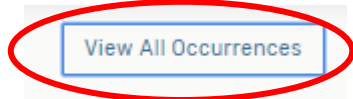
Click on the calendar below to add dates or click the button below to select a date pattern.

**Repeating Pattern**

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

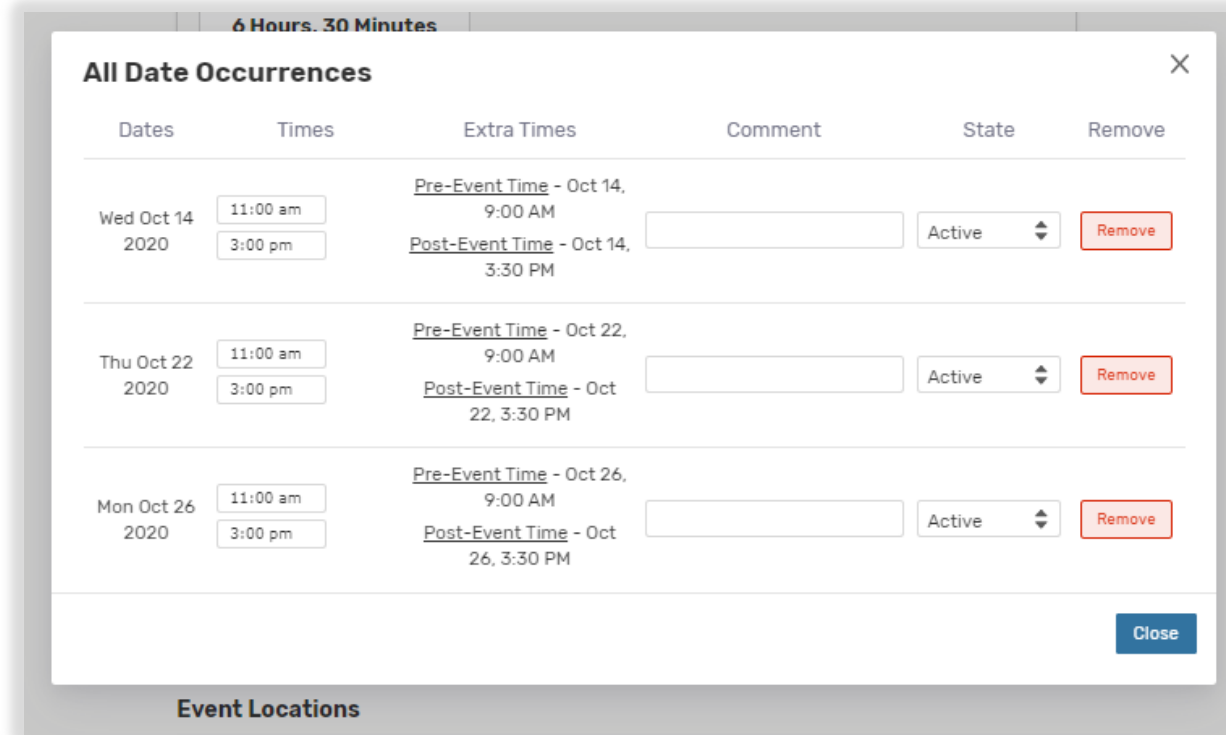
Once you enter your repeat dates, select **“View All Occurrences”** to view your list of dates.



**\*Note\***

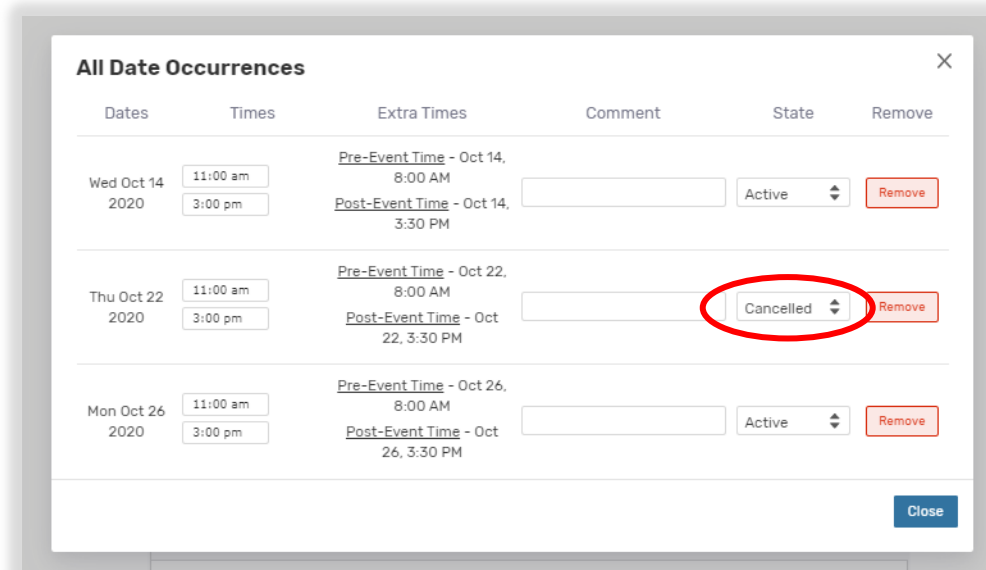
Date Occurrences cannot span across calendar years.

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



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

Once all of your dates are chosen, scroll down.

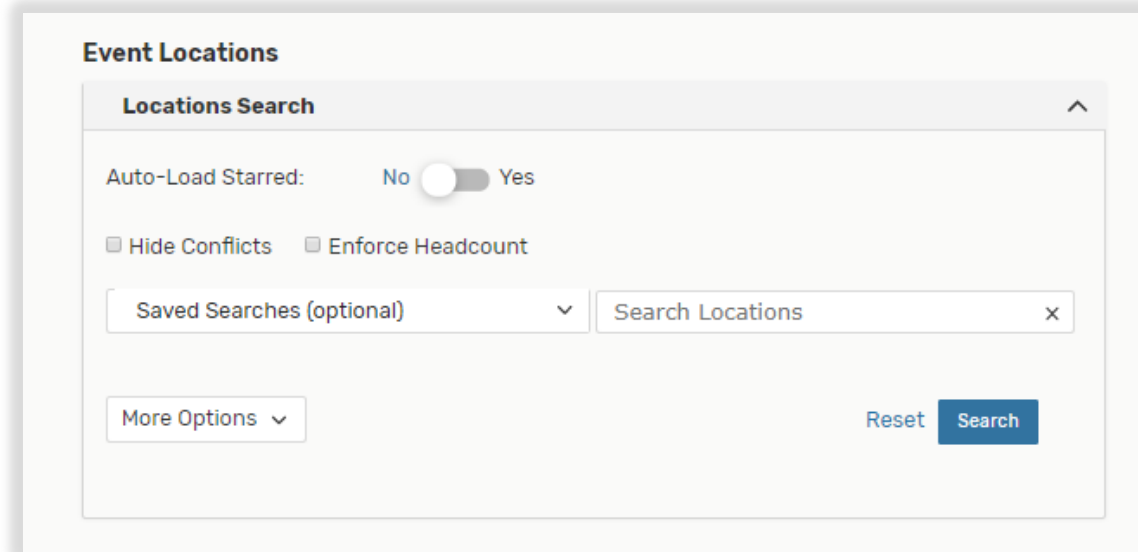




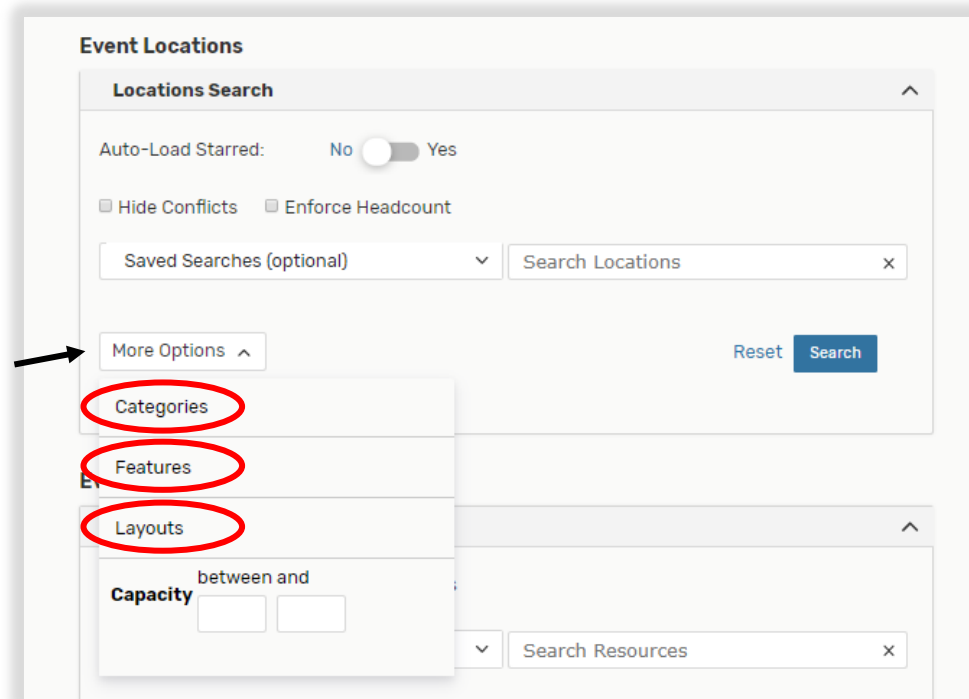
Select your **Event Locations** preference.

**\*Note\***

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



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.



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.



The screenshot shows a search interface with a 'More Options' dropdown menu. The menu is open, displaying several filter sections:

- Categories:** Includes radio buttons for 'Matching Any' (selected) and 'Matching All', and a button for 'Conference Room'.
- Features:** Includes radio buttons for 'Matching Any' (selected) and 'Matching All', and buttons for 'A.V. - Projection Screen', 'A.V. - Projector, Data', and 'Seating - Conference'.
- Capacity:** Includes a label 'Capacity' and a range selector 'between and' with input fields, one of which contains the number '10'.

At the top right of the search area, there are 'Reset' and 'Search' buttons. The 'Search' button is circled in red. A search box with the placeholder text 'Search Resources' is also visible.

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

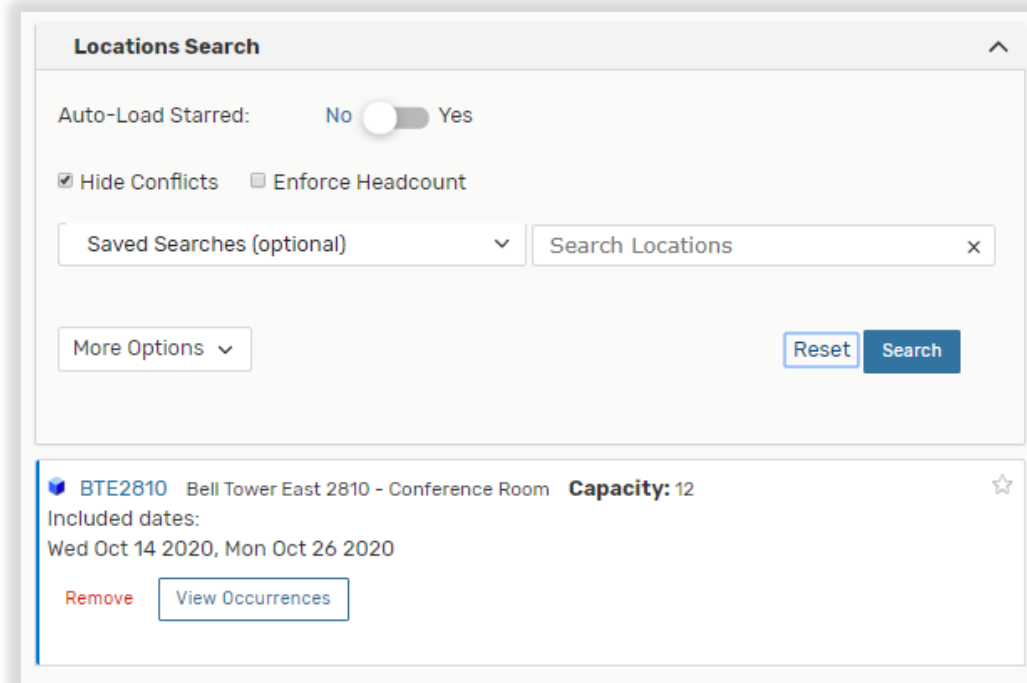
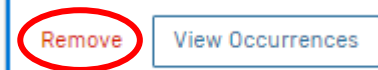
Click on the space you want to reserve.

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

**\*Note\***

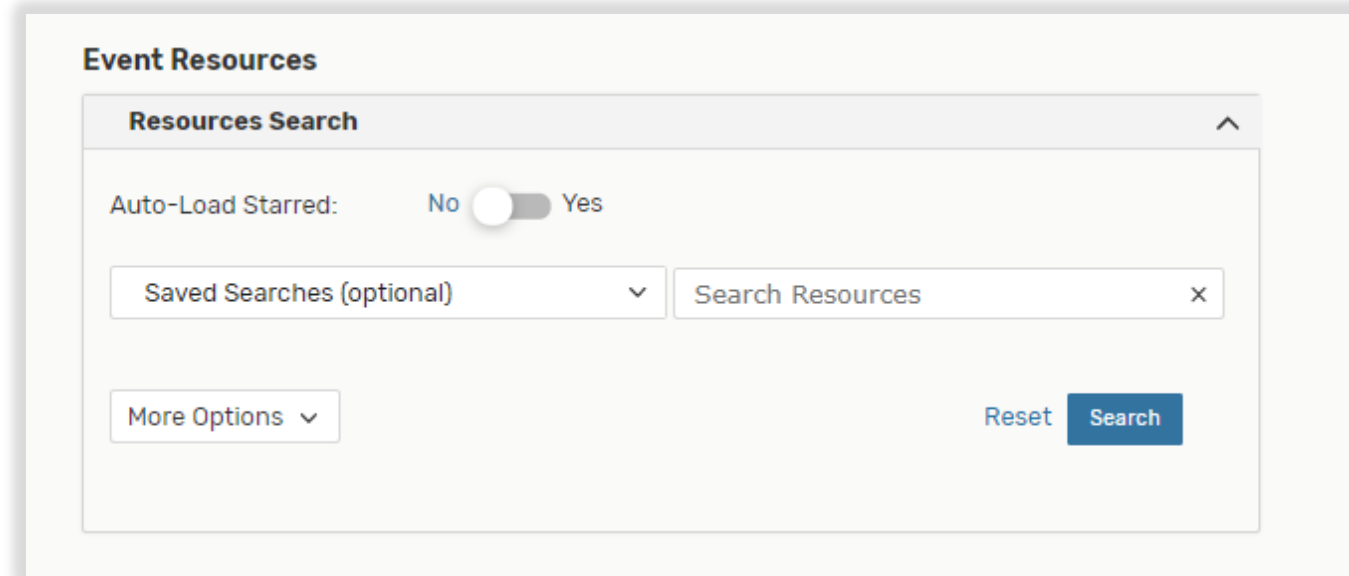
You can select as many locations as you would like to reserve at the same date/time.

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



**Events Listings DO NOT use any resources.**

Skip this section and scroll down.



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

Continue by scrolling down to next section.

**Event Custom Attributes**

Audience - Campus Community
 No  Yes

---

Audience - Invitation Only
 No  Yes


---

Audience - Open To The Public
 No  Yes


---

Audience - Students
 No  Yes


---

Billing Contact Name  


---

Billing Contact Phone Number  


---

Contact Email  


---

Contact Name  

---

Contact Phone Number  

---

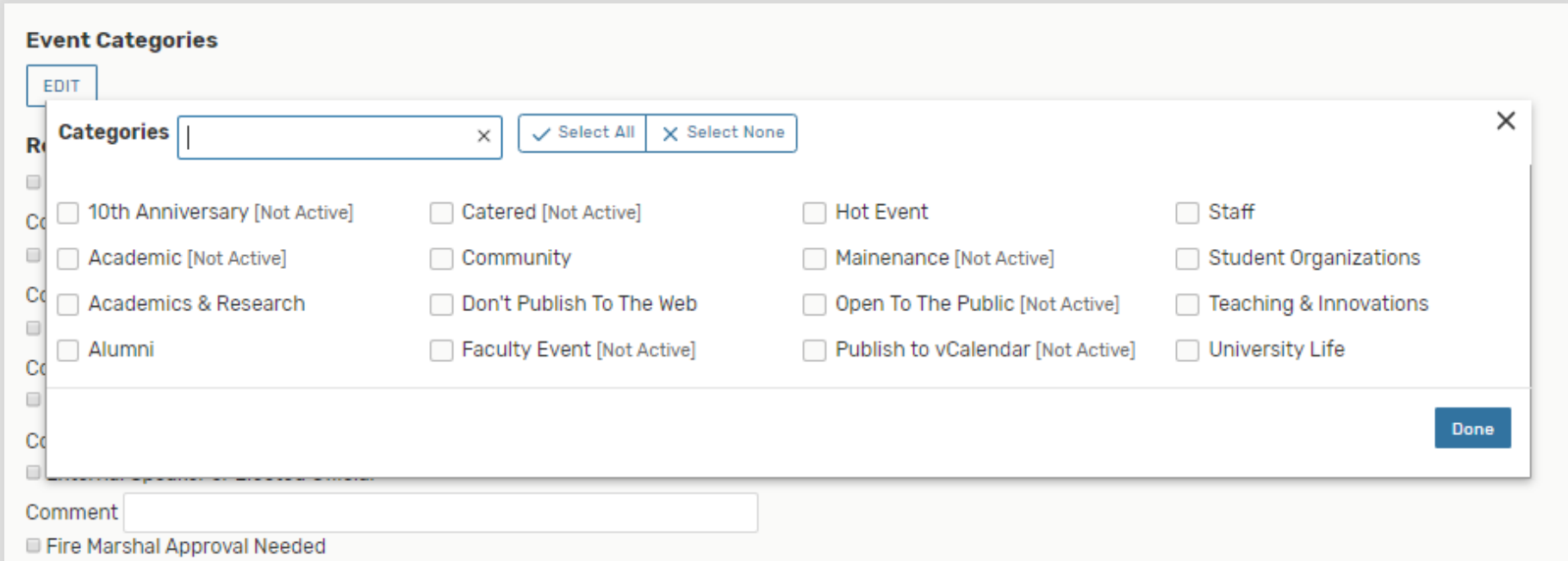
Name Of Caterer  

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 |  x   x

<input type="checkbox"/> 10th Anniversary [Not Active]	<input type="checkbox"/> Catered [Not Active]	<input type="checkbox"/> Hot Event	<input type="checkbox"/> Staff
<input type="checkbox"/> Academic [Not Active]	<input type="checkbox"/> Community	<input type="checkbox"/> Maintenance [Not Active]	<input type="checkbox"/> Student Organizations
<input type="checkbox"/> Academics & Research	<input type="checkbox"/> Don't Publish To The Web	<input type="checkbox"/> Open To The Public [Not Active]	<input type="checkbox"/> Teaching & Innovations
<input type="checkbox"/> Alumni	<input type="checkbox"/> Faculty Event [Not Active]	<input type="checkbox"/> Publish to vCalendar [Not Active]	<input type="checkbox"/> University Life

Done

Comment

Fire Marshal Approval Needed

e

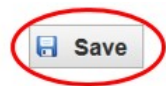
Under “**Requirements**” select any category that may be applicable to your meeting or event.

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

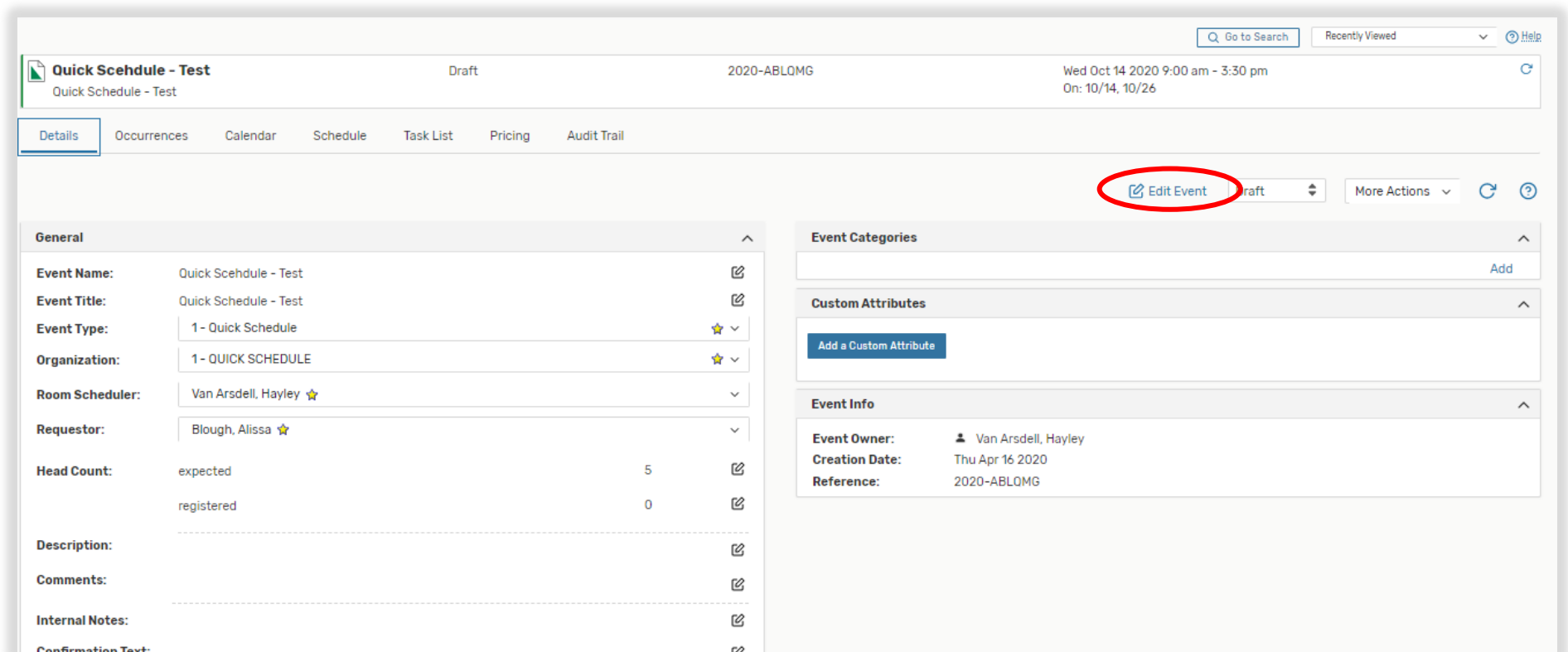


Once your request has been saved, you will be directed to this page.

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](mailto:events@csuci.edu).



The screenshot displays the 'Quick Schedule - Test' event page in a 'Draft' state. The page includes a navigation menu with options like 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. The 'Details' tab is active, showing fields for 'Event Name', 'Event Title', 'Event Type', 'Organization', 'Room Scheduler', 'Requestor', 'Head Count', 'Description', 'Comments', 'Internal Notes', and 'Confirmation Text'. The 'Event Info' section shows the 'Event Owner' as 'Van Arsdell, Hayley', the 'Creation Date' as 'Thu Apr 16 2020', and the 'Reference' as '2020-ABLQMG'. A red circle highlights the 'Edit Event' button in the top right corner of the event details section.

## **V. Full Detail Event Request**

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

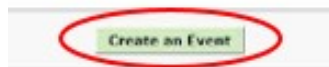
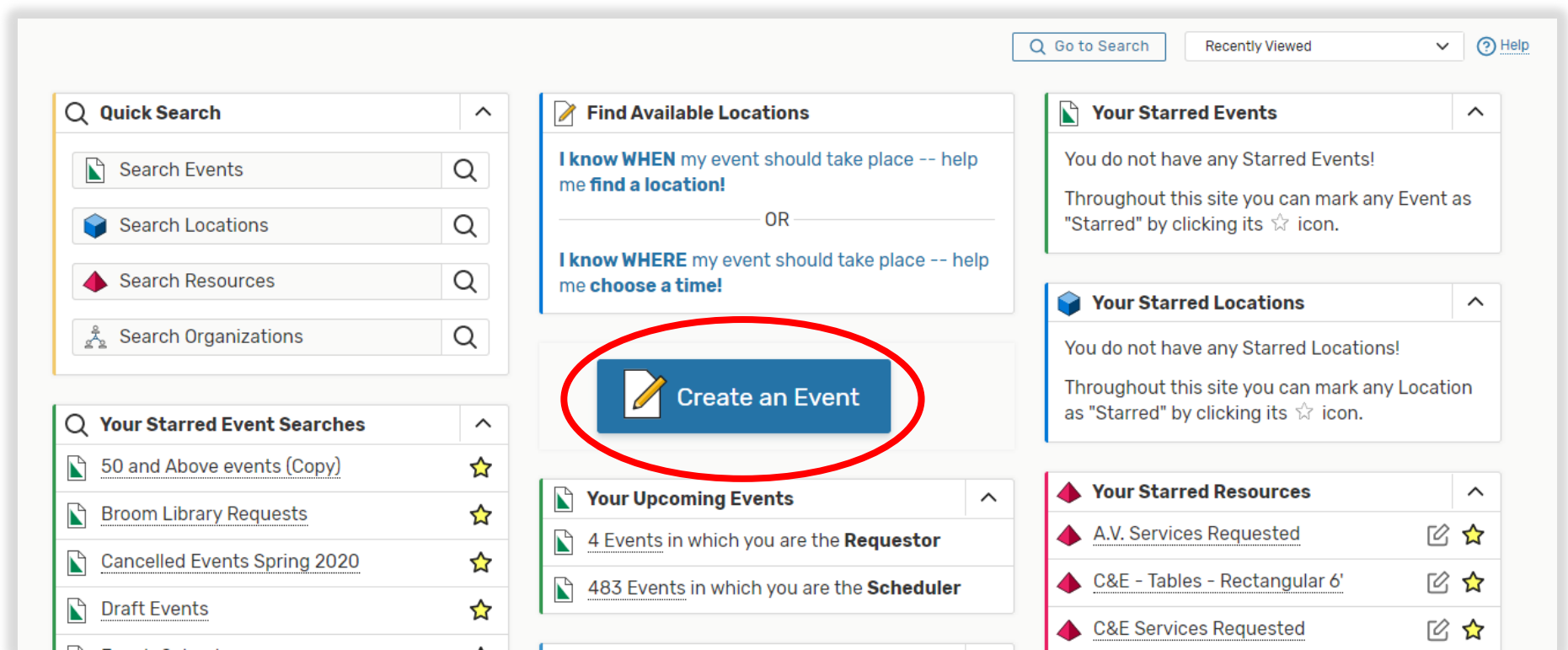
A Full Detail Event is any request that would include any of the following:

- 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

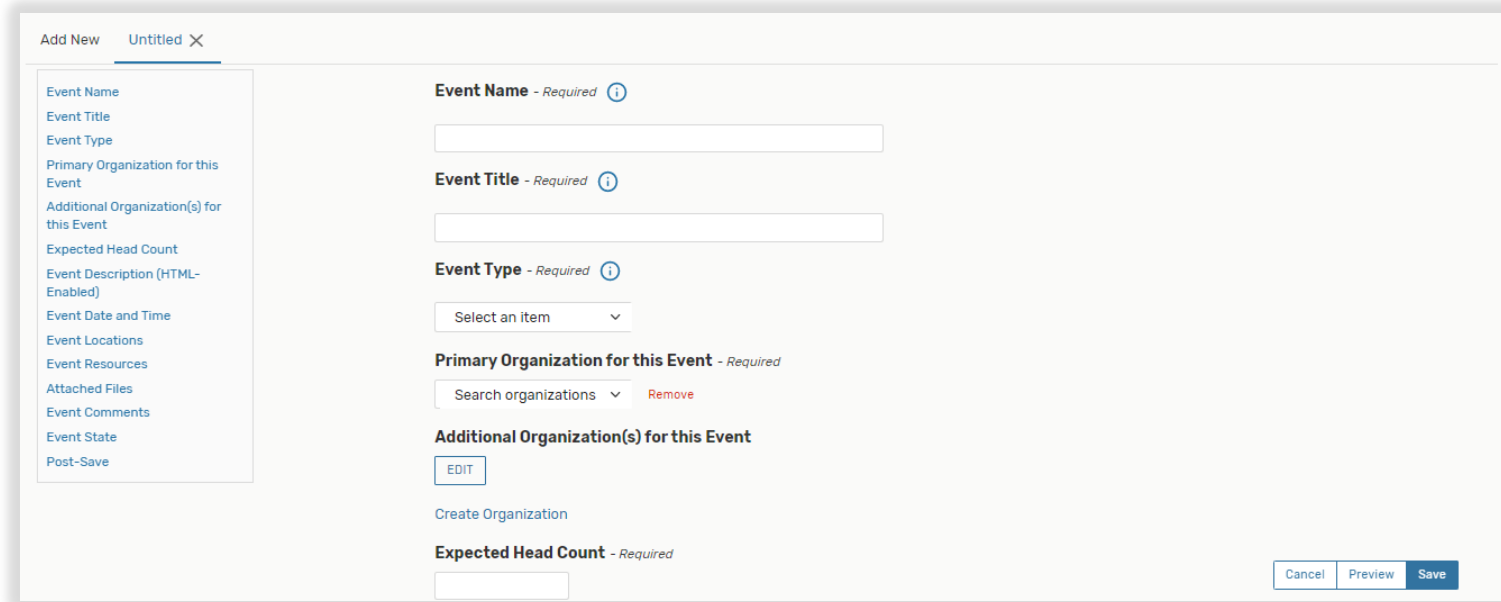
On the 25Live Pro homepage, click the “**Create an Event**” button.

The screenshot shows the 25Live Pro homepage dashboard. At the top right, there is a search bar with 'Go to Search', a 'Recently Viewed' dropdown, and a 'Help' icon. The main content area is divided into several sections:

- Quick Search:** Contains four search boxes: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'.
- Find Available Locations:** A section with two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below these is a blue button labeled 'Create an Event', which is circled in red.
- Your Starred Events:** A section stating 'You do not have any Starred Events!' and explaining that users can mark events as 'Starred' by clicking a star icon.
- Your Starred Locations:** A section stating 'You do not have any Starred Locations!' and explaining that users can mark locations as 'Starred' by clicking a star icon.
- Your Starred Event Searches:** A list of searches with star icons: '50 and Above events (Copy)', 'Broom Library Requests', 'Cancelled Events Spring 2020', and 'Draft Events'.
- Your Upcoming Events:** A section showing '4 Events in which you are the Requestor' and '483 Events in which you are the Scheduler'.
- Your Starred Resources:** A list of resources with star icons: 'A.V. Services Requested', 'C&E - Tables - Rectangular 6'', and 'C&E Services Requested'.

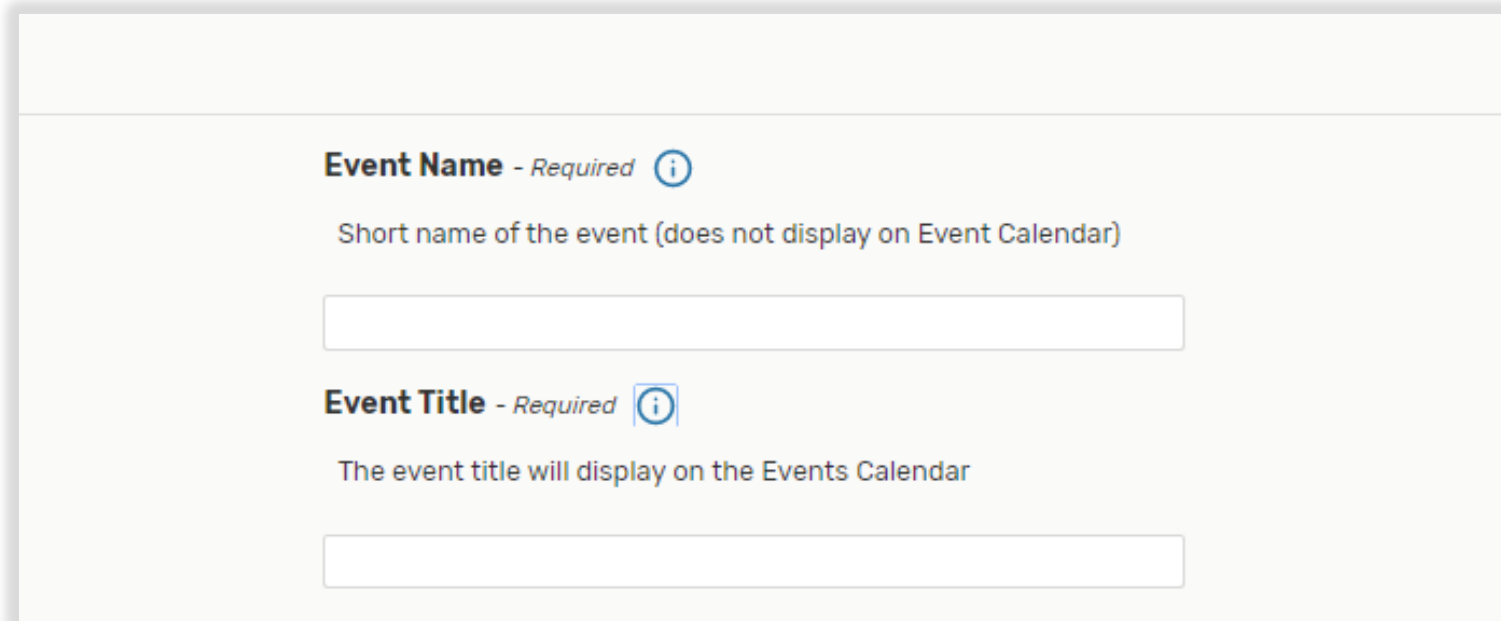
You will be directed to the “**Event Wizard**” where you will begin to fill out the request form.



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

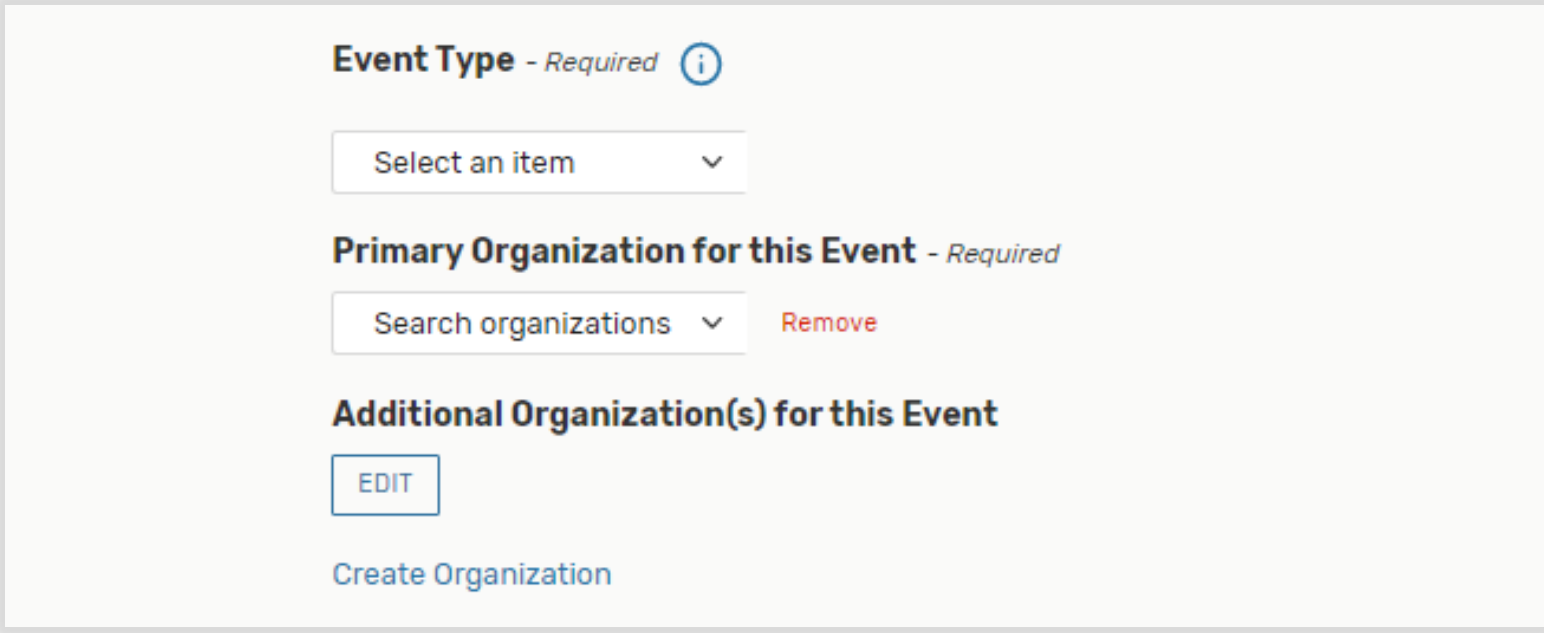
These are required fields, they must be filled out in order to save your request.

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



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 - Required** ⓘ

Select an item ▼

**Primary Organization for this Event - Required**

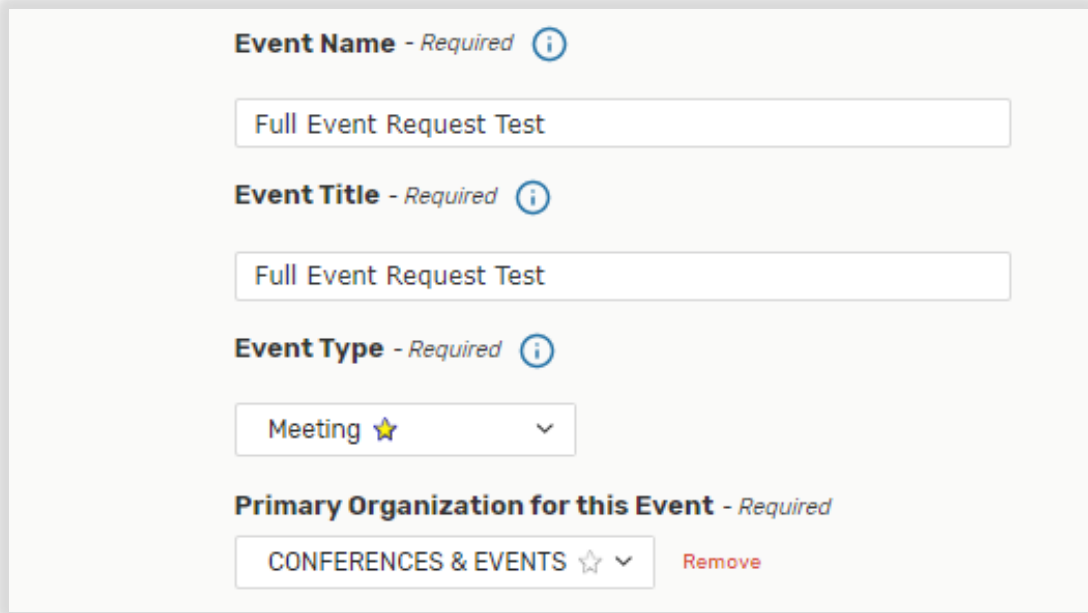
Search organizations ▼ Remove

**Additional Organization(s) for this Event**

EDIT

Create Organization

Once all fields are filled out, scroll down.



**Event Name - Required** ⓘ

Full Event Request Test

**Event Title - Required** ⓘ

Full Event Request Test

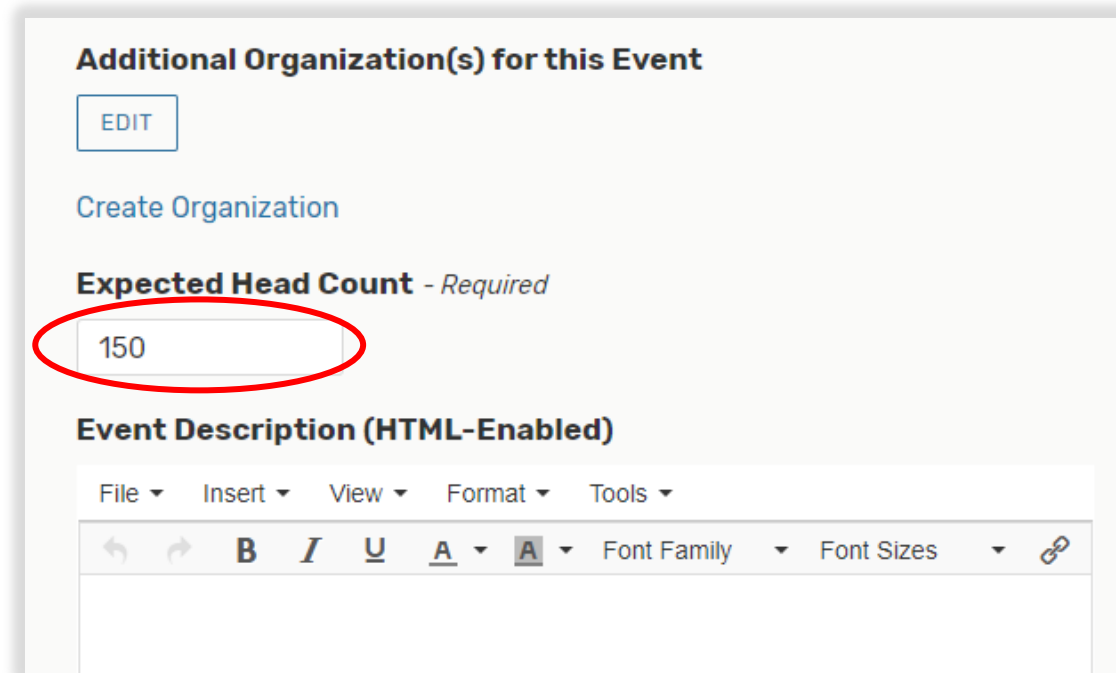
**Event Type - Required** ⓘ


Meeting ★ ▼

**Primary Organization for this Event - Required**

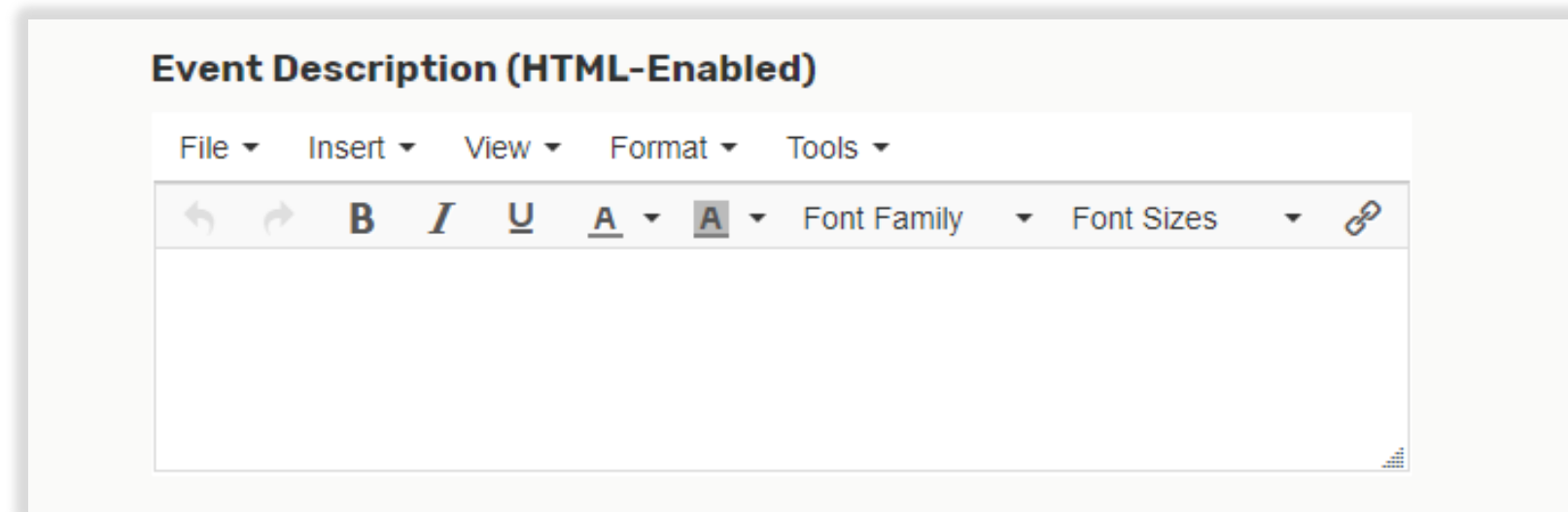
CONFERENCES & EVENTS ☆ ▼ Remove


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



**Additional Organization(s) for this Event**  
 [EDIT]  
[Create Organization](#)  
**Expected Head Count** - Required  
  
**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*

**Event Description (HTML-Enabled)**

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾



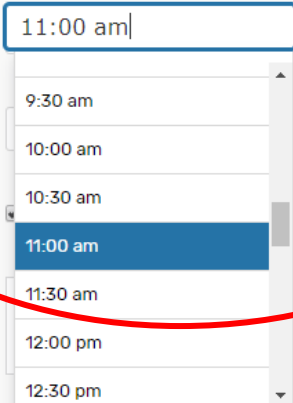
Enter your “**Start**” time in the first box and “**End**” time in the second box by clicking in the time boxes and selecting from the drop-down menu.

Pay special attention to AM/PM.

**\*Note\***

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

**Event Date and Time** - *Required*



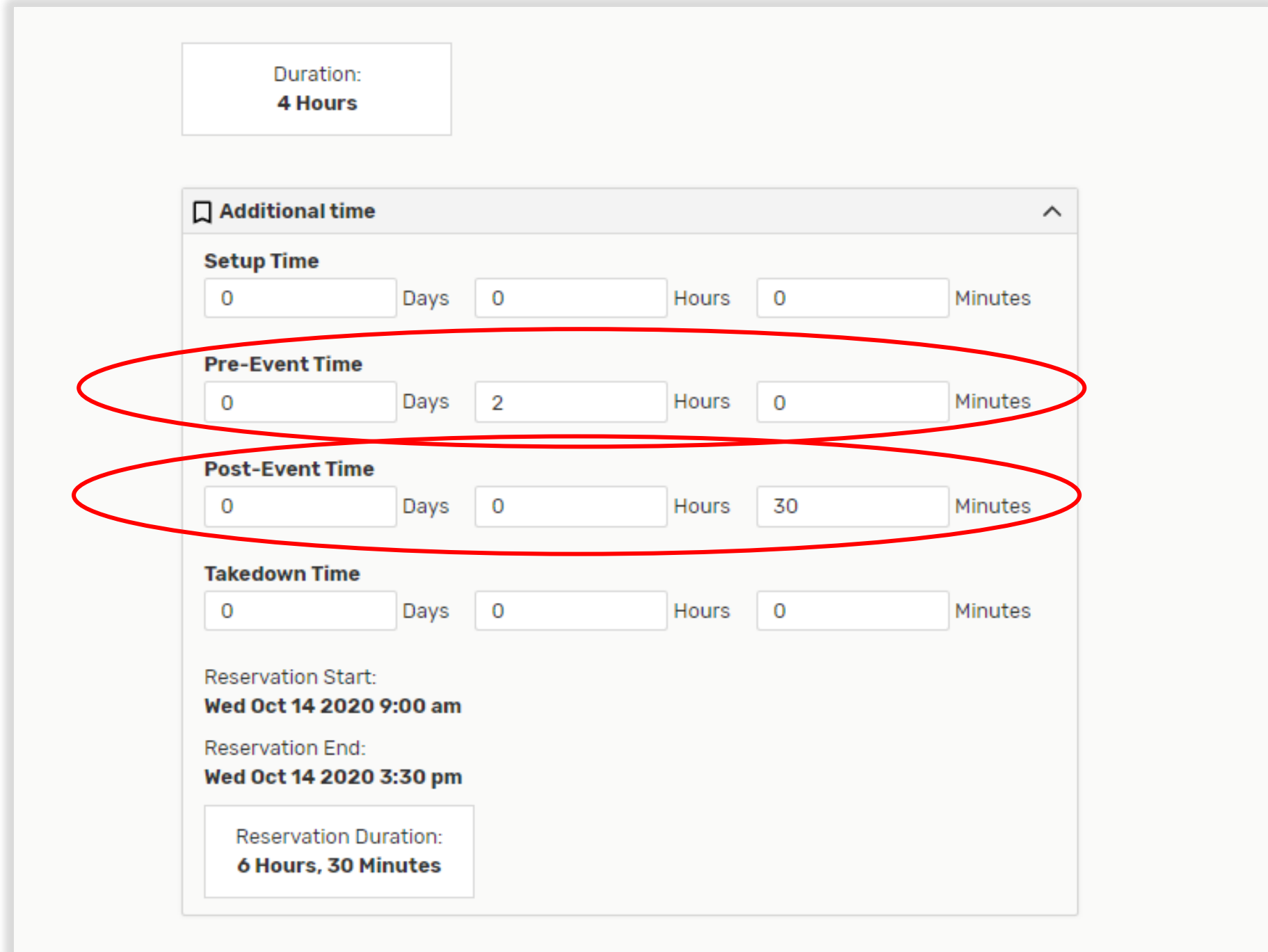
is on the same day

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**  
 Days  Hours  Minutes

**Pre-Event Time**  
 Days  Hours  Minutes

**Post-Event Time**  
 Days  Hours  Minutes

**Takedown Time**  
 Days  Hours  Minutes

Reservation Start:  
**Wed Oct 14 2020 9:00 am**

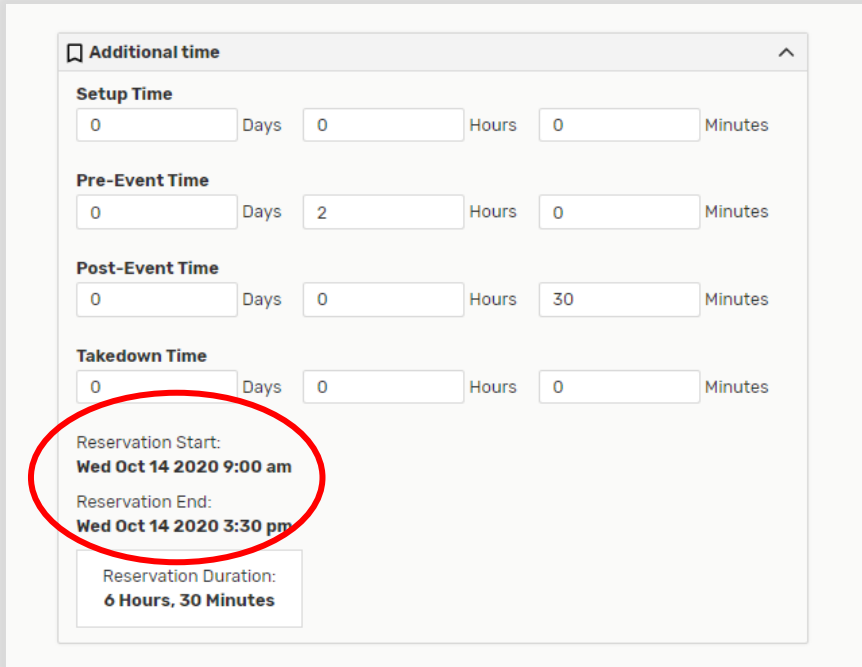
Reservation End:  
**Wed Oct 14 2020 3:30 pm**

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**

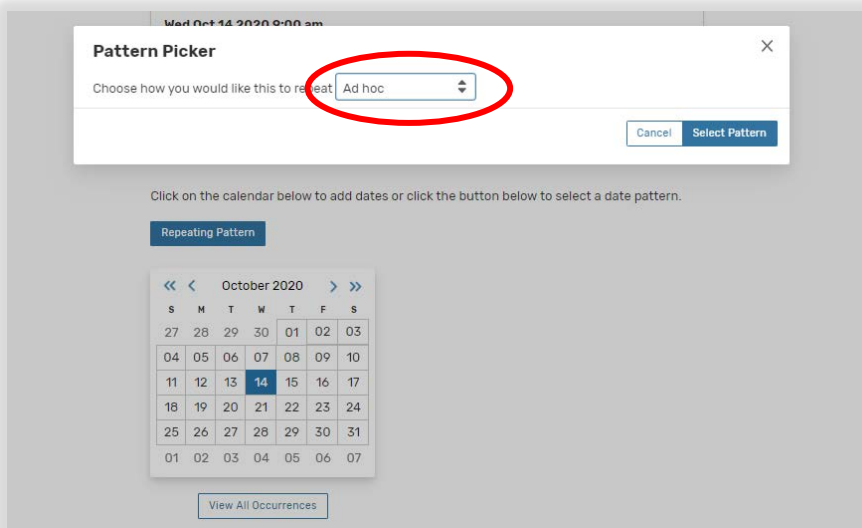
Reservation End:  
**Wed Oct 14 2020 3:30 pm**

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**

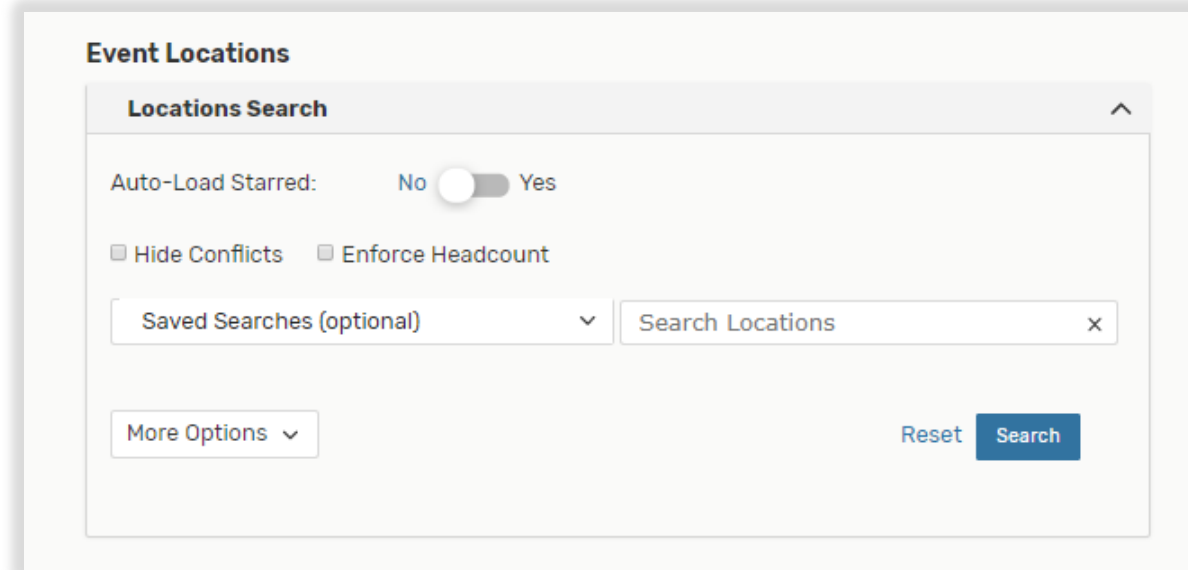
S	M	T	W	T	F	S
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

View All Occurrences

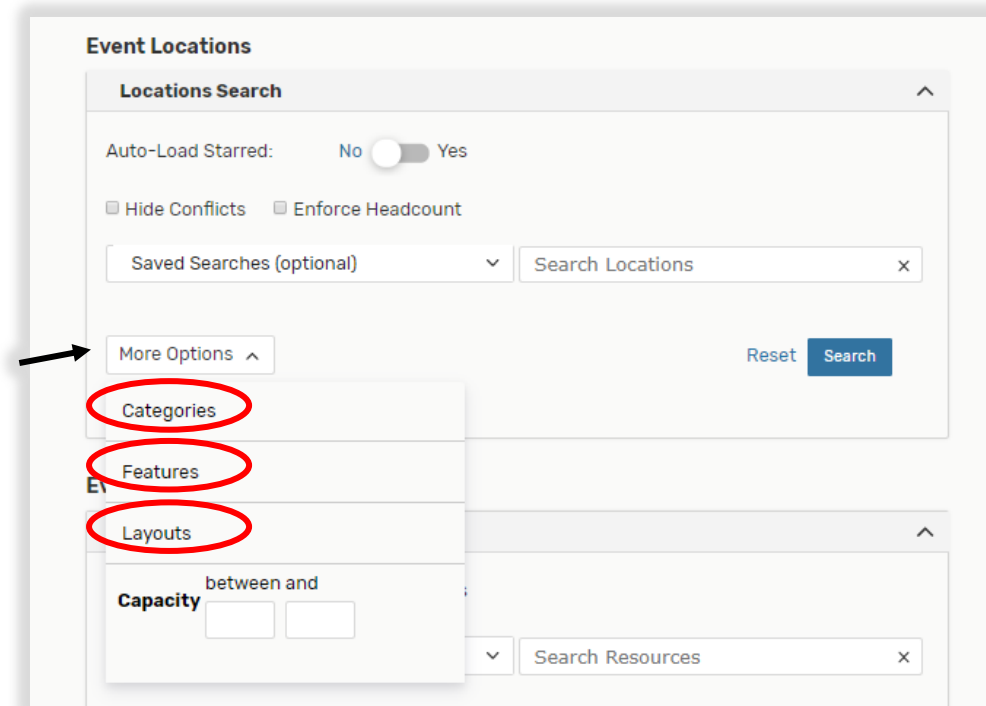
Select your **Event Locations** preference.

**\*Note\***

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



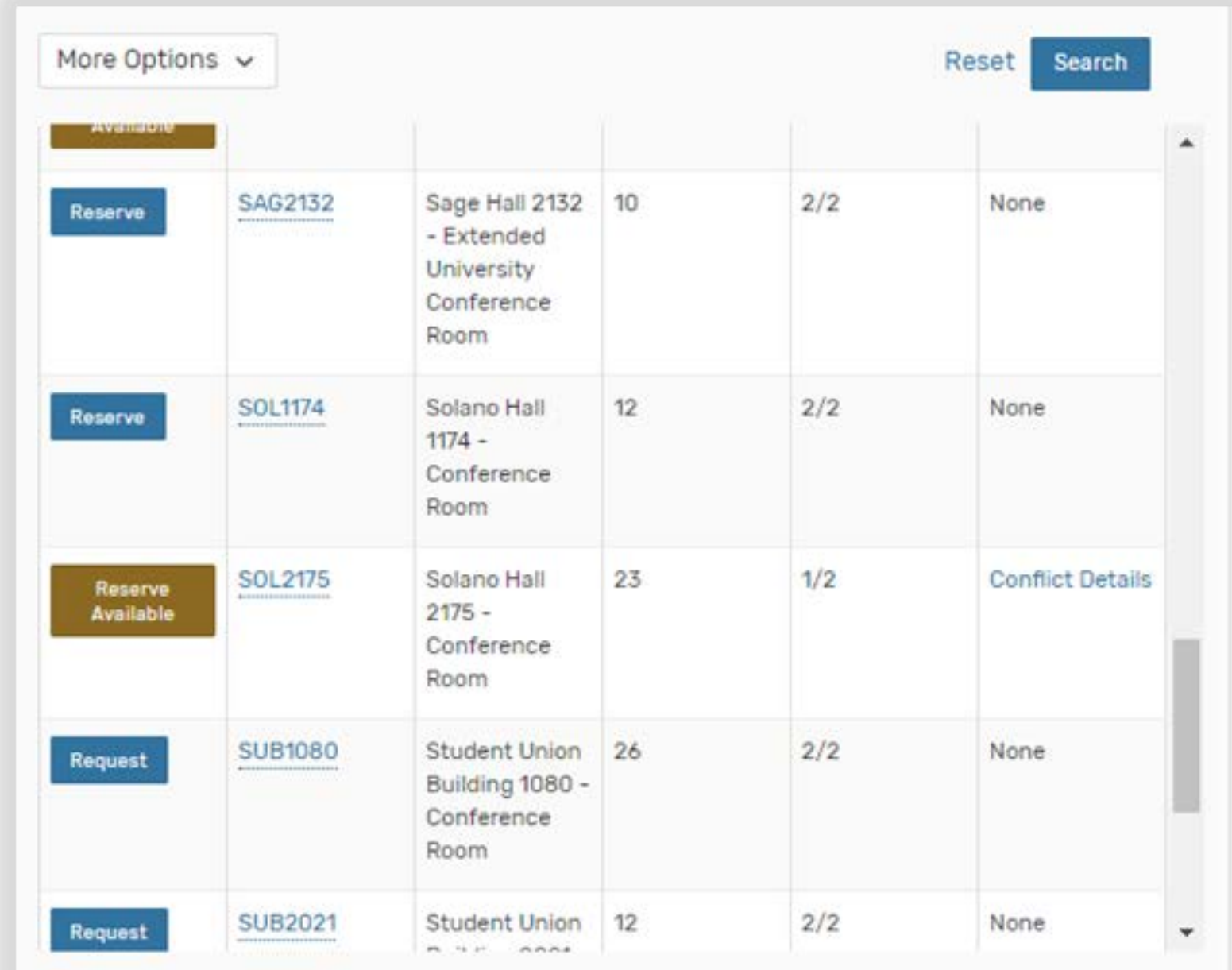
If you want to do an **Advanced Search**, click the More Options drop down to find a space based on the space Features, Categories, Layouts or Capacities.



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

Available					
<input type="button" value="Reserve"/>	<a href="#">SAG2132</a>	Sage Hall 2132 - Extended University Conference Room	10	2/2	None
<input type="button" value="Reserve"/>	<a href="#">SOL1174</a>	Solano Hall 1174 - Conference Room	12	2/2	None
<input type="button" value="Reserve Available"/>	<a href="#">SOL2175</a>	Solano Hall 2175 - Conference Room	23	1/2	<a href="#">Conflict Details</a>
<input type="button" value="Request"/>	<a href="#">SUB1080</a>	Student Union Building 1080 - Conference Room	26	2/2	None
<input type="button" value="Request"/>	<a href="#">SUB2021</a>	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 ✕

Hint! Type :: to use SeriesQL

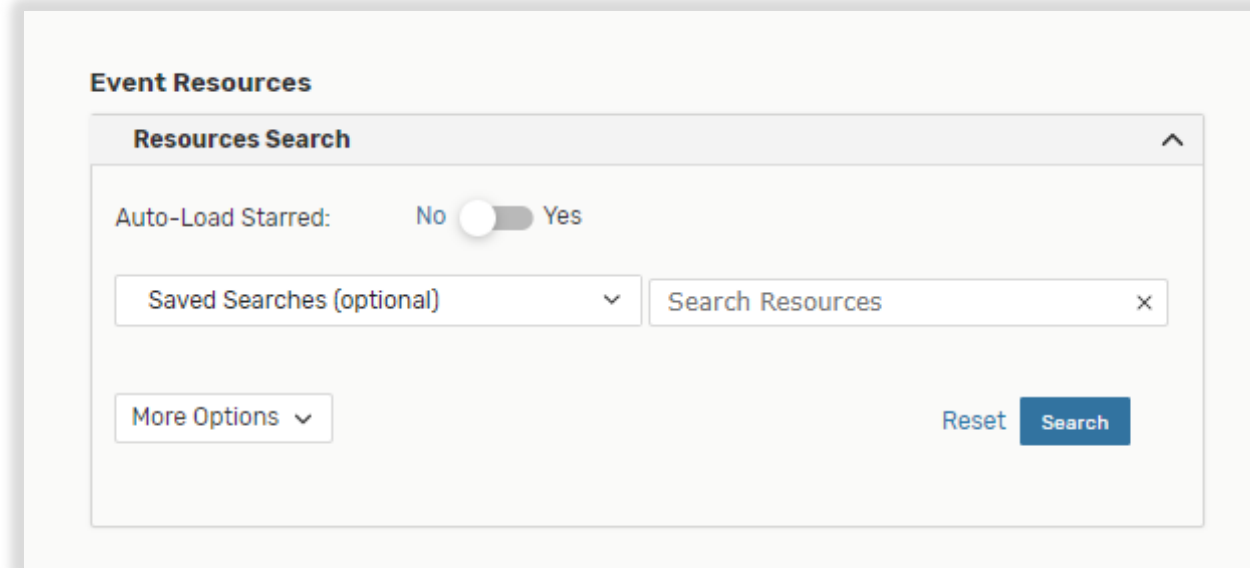
More Options ▼ Reset Search

BRO PLAZA		Broome Library Plaza		Capacity: 700	
Date	Time	Conflicts	Shared	Layout	Instructions
Wed Oct 14 2020	11:00 am - 3:00 pm		<input type="checkbox"/>	Theater/Ai	Must arrange
Remove		View Occurrences			

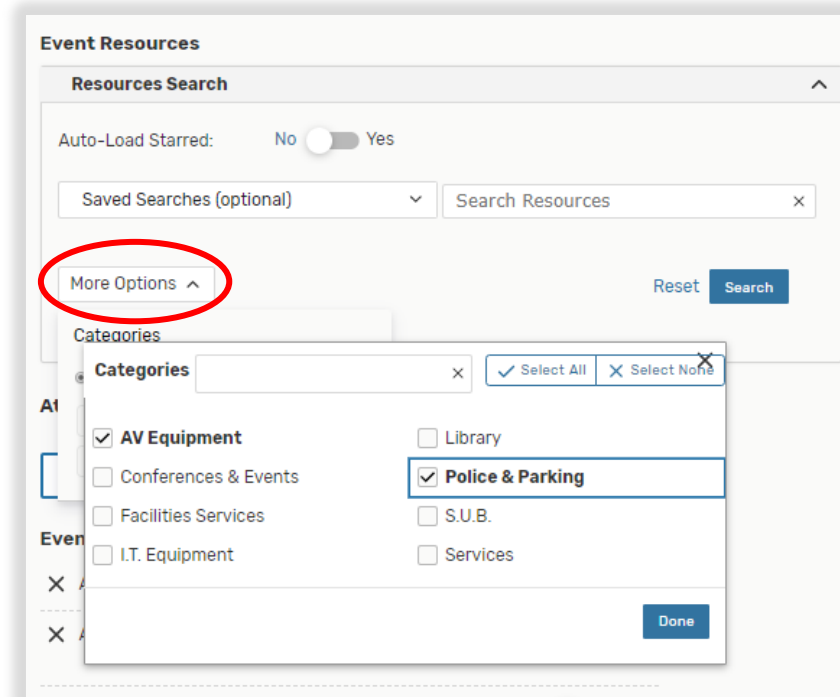
Select your **Resource** preference(s).

**\*Note\***

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



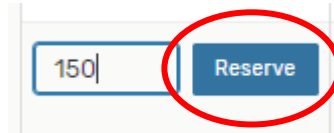
If you want to do an **Advanced Search**, click that option to find specific resources needed.



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.



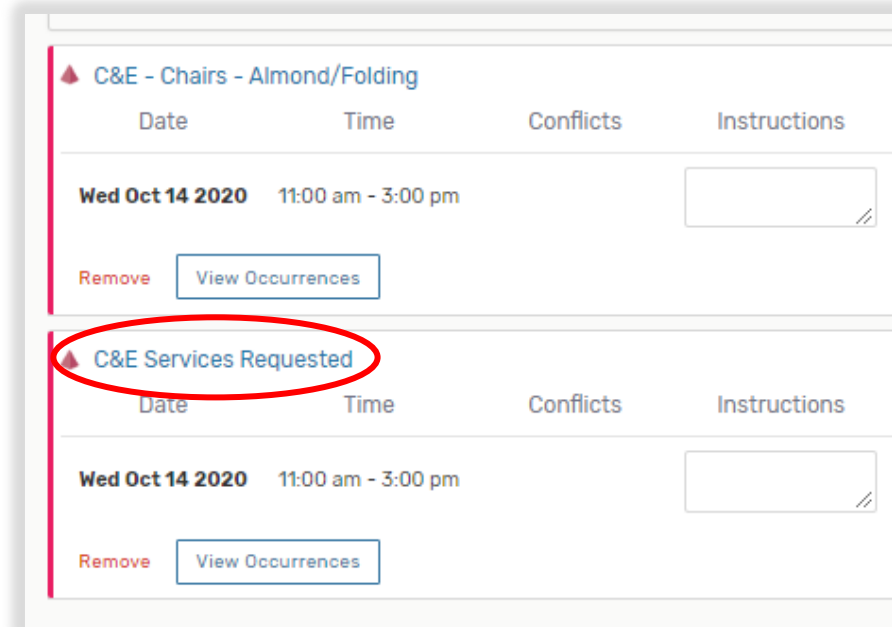
More Options ▾		Reset Search	
Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Reserve"/>	<a href="#">C&amp;E - American Flag</a>	1 / 1	None
Unavailable	<a href="#">C&amp;E - Banner Frame</a>	0 / 0	None
1 <input type="button" value="Reserve"/>	<a href="#">C&amp;E - Beverage Tub - Large</a>	4 / 4	None
1 <input type="button" value="Reserve"/>	<a href="#">C&amp;E - California Flag</a>	1 / 1	None
150 <input type="button" value="Reserve"/>	<a href="#">C&amp;E - Chairs - Almond/Folding</a>	290 / 400	None
1 <input type="button" value="Reserve"/>	<a href="#">C&amp;E - Chairs - Big Red Chair</a>	1 / 1	None
Unavailable	<a href="#">C&amp;E - Chairs - Grand Salon (Grey)</a>	0 / 400	Conflict Details
1 <input type="button" value="Reserve"/>	<a href="#">C&amp;E - Chairs - Malibu Hall (Rumundv)</a>	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\***

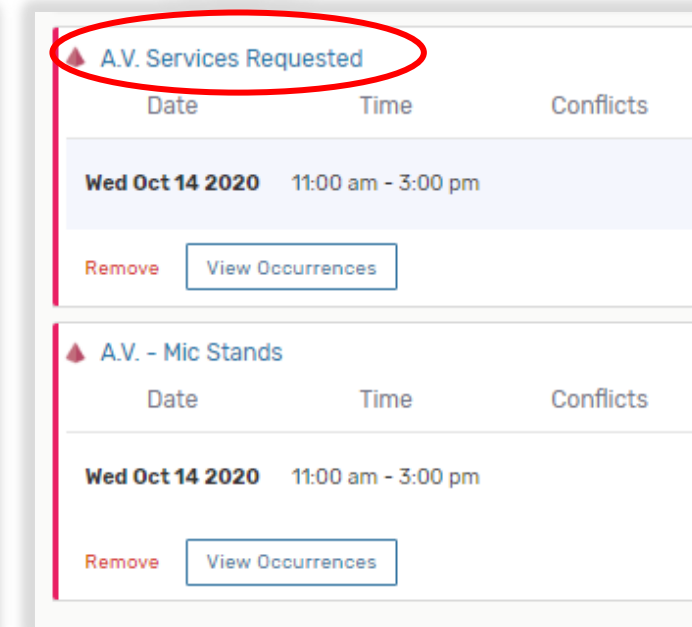
Some Event Spaces have their own Resources. See the [Event Space Resources](#) section for specific details.



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

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

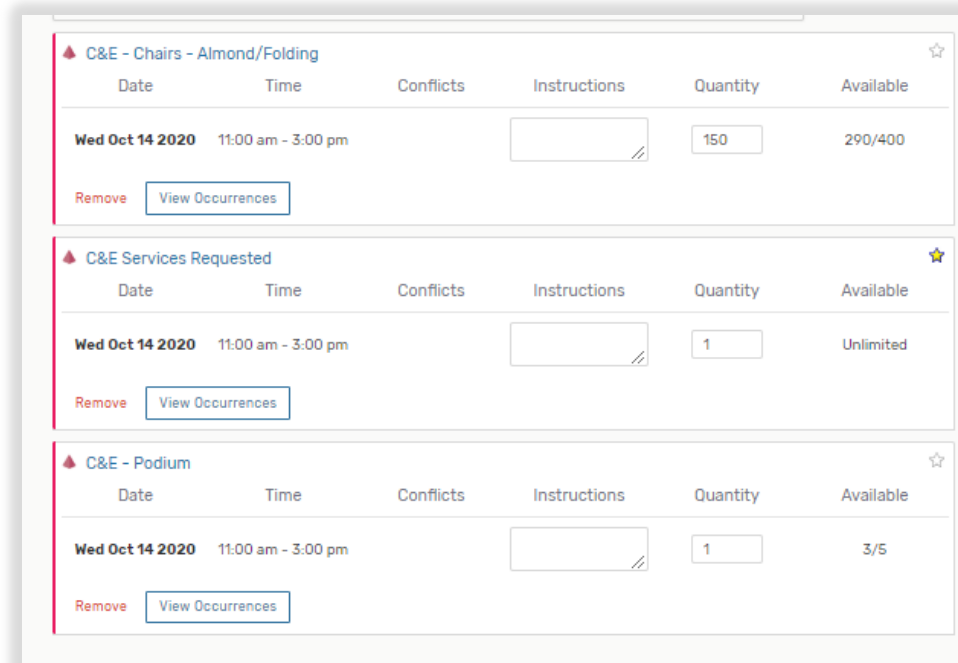


A.V. Services Requested		
Date	Time	Conflicts
Wed Oct 14 2020	11:00 am - 3:00 pm	
Remove View Occurrences		

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

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	☆
Remove View Occurrences						

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	☆
Remove View Occurrences						

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	☆
Remove View Occurrences						

Fill out any appropriate “Event Custom Attributes”.

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

**Event Custom Attributes**

- ✕ Abbreviated Event Name For Signage
- ✕ Audience - Campus Community No  Yes
- ✕ Audience - Invitation Only No  Yes
- ✕ Audience - Open To The Public No  Yes
- ✕ Audience - Students No  Yes
- ✕ Billing Contact Name
- ✕ Billing Contact Phone Number
- ✕ Contact Email

- ✕ Contact Name
- ✕ Contact Phone Number
- ✕ Detail Image
- ✕ Event Accounting String
- ✕ Event Accounting String, Co-Sponsored?
- ✕ Event Image
- ✕ Event Image Alt Text
- ✕ Event Image Url
- ✕ Fees Required? No  Yes
- ✕ Registration Required? No  Yes

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

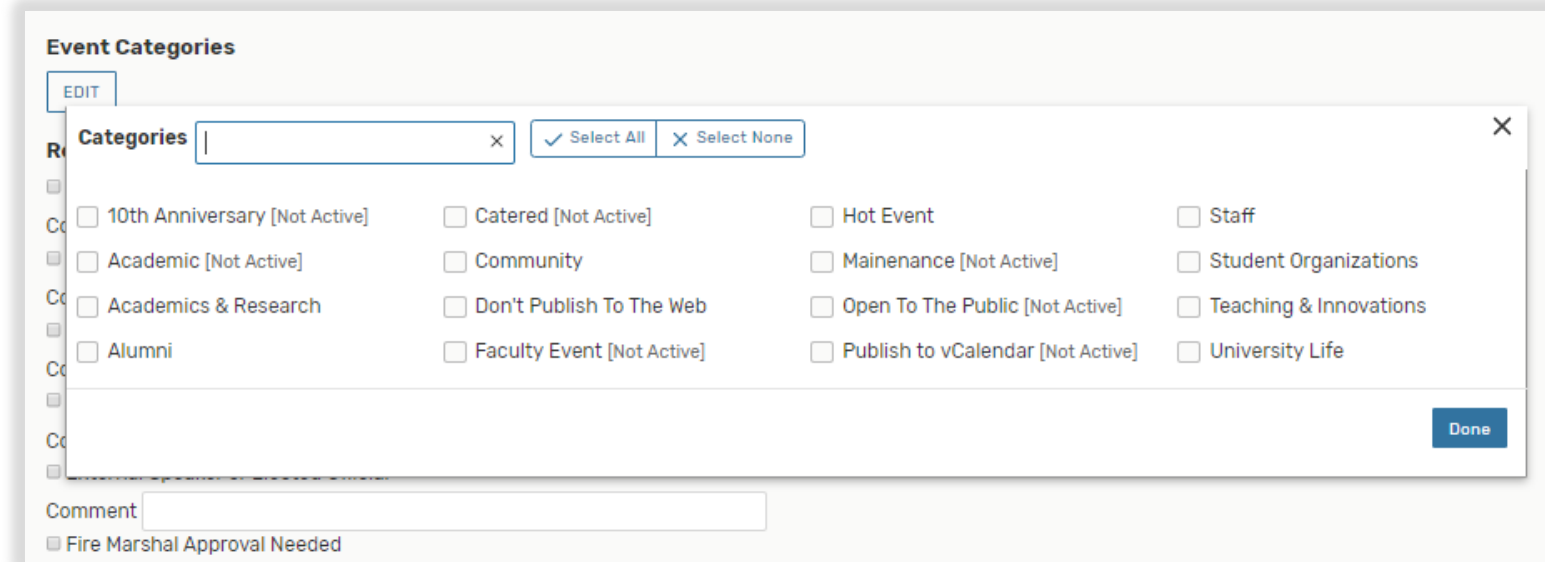


Check any/all “**Categories**” that relate to your Event.

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

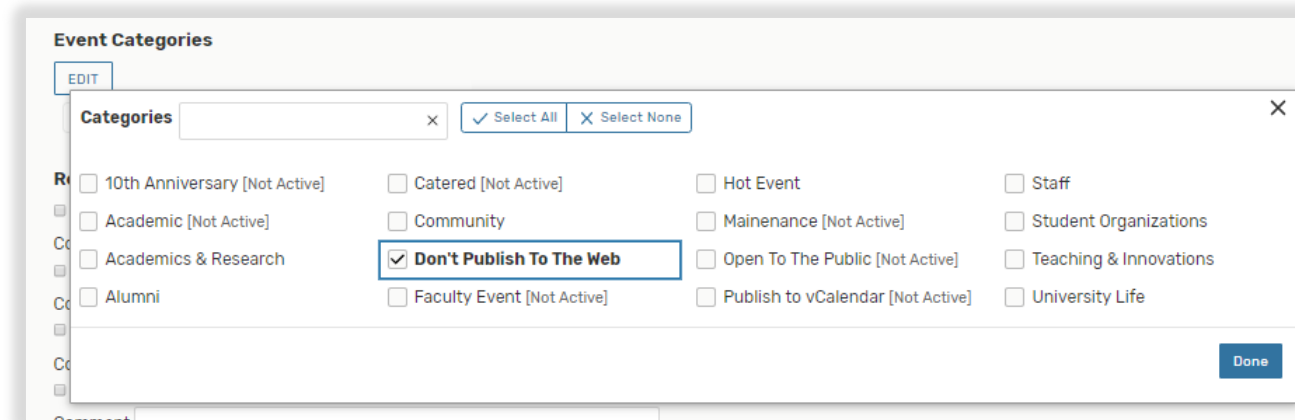
<input type="checkbox"/> 10th Anniversary [Not Active]	<input type="checkbox"/> Catered [Not Active]	<input type="checkbox"/> Hot Event	<input type="checkbox"/> Staff
<input type="checkbox"/> Academic [Not Active]	<input type="checkbox"/> Community	<input type="checkbox"/> Maintenance [Not Active]	<input type="checkbox"/> Student Organizations
<input type="checkbox"/> Academics & Research	<input checked="" type="checkbox"/> Don't Publish To The Web	<input type="checkbox"/> Open To The Public [Not Active]	<input type="checkbox"/> Teaching & Innovations
<input type="checkbox"/> Alumni	<input type="checkbox"/> Faculty Event [Not Active]	<input type="checkbox"/> Publish to vCalendar [Not Active]	<input type="checkbox"/> University Life

Comment

Fire Marshal Approval Needed

Done

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

<input type="checkbox"/> 10th Anniversary [Not Active]	<input type="checkbox"/> Catered [Not Active]	<input type="checkbox"/> Hot Event	<input type="checkbox"/> Staff
<input type="checkbox"/> Academic [Not Active]	<input type="checkbox"/> Community	<input type="checkbox"/> Maintenance [Not Active]	<input type="checkbox"/> Student Organizations
<input type="checkbox"/> Academics & Research	<input checked="" type="checkbox"/> Don't Publish To The Web	<input type="checkbox"/> Open To The Public [Not Active]	<input type="checkbox"/> Teaching & Innovations
<input type="checkbox"/> Alumni	<input type="checkbox"/> Faculty Event [Not Active]	<input type="checkbox"/> Publish to vCalendar [Not Active]	<input type="checkbox"/> University Life

Comment

Fire Marshal Approval Needed

Done

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

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

Once all necessary fields are filled out, scroll down.

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

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

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

**FOOD TRUCK REQUESTS:** These are submitted through UAS to 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)

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

[Text Area]

**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

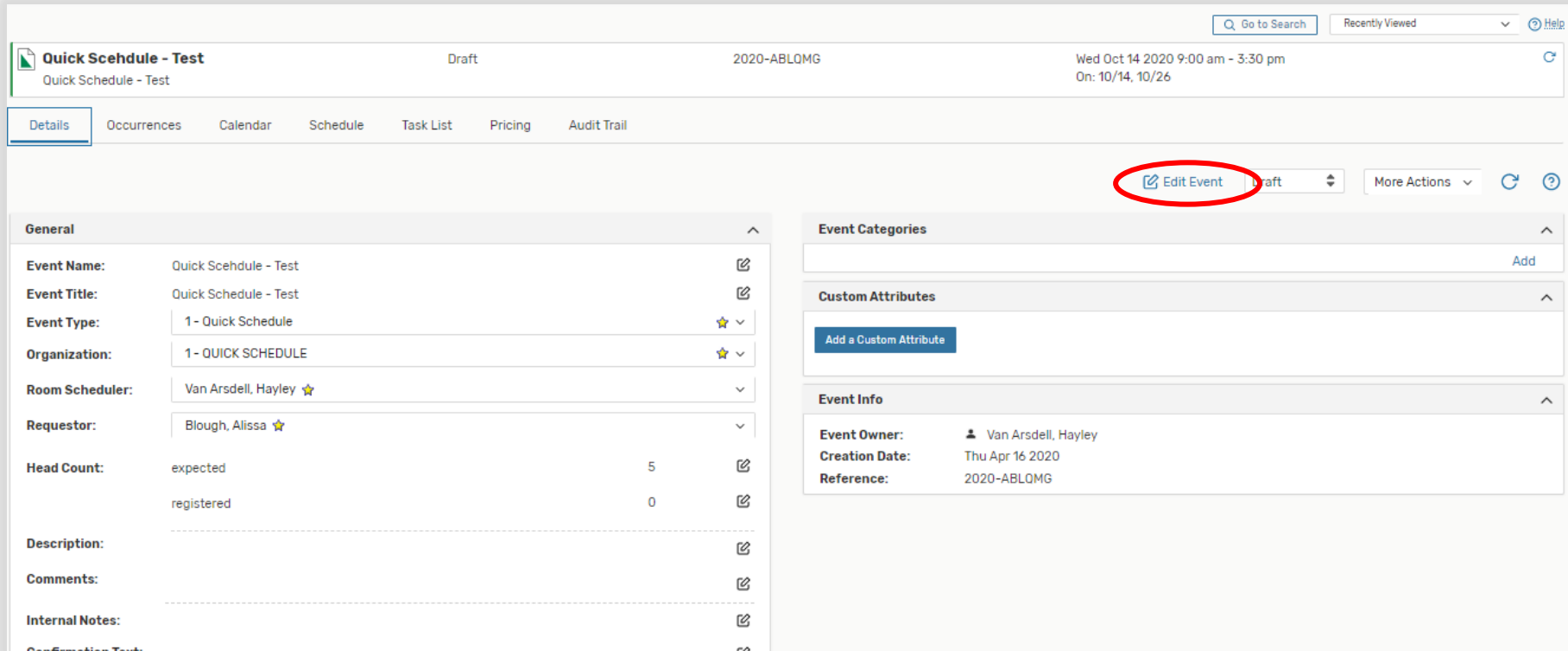
Cancel Preview **Save**

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](mailto:events@csuci.edu).



The screenshot displays the 'Quick Schedule - Test' event page in a 'Draft' state. The page includes a top navigation bar with tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. The 'Details' tab is active. On the right side of the page, there is a toolbar with an 'Edit Event' button circled in red, a 'Draft' status indicator, and a 'More Actions' dropdown menu. The main content area is divided into two columns. The left column contains a 'General' section with fields for Event Name, Event Title, Event Type, Organization, Room Scheduler, Requestor, Head Count (expected/registered), Description, Comments, Internal Notes, and Confirmation Text. The right column contains sections for Event Categories, Custom Attributes, and Event Info, which lists the Event Owner, Creation Date, and Reference.

## **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](mailto:events@csuci.edu)

[www.csuci.edu/conferences-events](http://www.csuci.edu/conferences-events)