

Event Request Form Tutorial- Faculty/Staff

25Live Pro

How to Request an Event:

1. Open <https://25live.collegenet.com/pro/liberty>
2. Select **Create an Event**
 - a. Can be found in the header or on the dashboard

**Instructions for each fields are available on the right*

**Required fields are denoted by **

**Users will not be able to move forward until each required field is completed*
3. Enter:
 - a. **Event Name** – a short name of your event
 - b. **Event Title** – a more descriptive title for your event
4. Select **Request Form**
 - a. There are six event types viewable to Faculty/Staff
 - i. Please use this form if you are with a LU Department reserving a space that you manage for your Department. EX: Nursing Department reserving a Nursing Conference Room. In order to do so, you must have been granted permission to schedule in 25Live through the University Events Office. If you have questions, please call 434.592.3511.
 - ii. Exams: For the Registrar only
 - iii. JFL Event Space: Specifically, for the library large event spaces (Terrace Level Conference Room, etc.)
 - iv. JFL Group Study Room: Mainly for students
 - v. Section: For the Registrar only
 - vi. University Event: All other events
 1. Please use this form when you are looking to reserve any location that you do not manage within 25Live. Ex: Nursing Department booking the Montview Ballroom.

Questions and fields will vary depending on the Request Form selected
5. Select **Primary Organization for this Event**
 - a. This is who is using the room
 - b. You can search by budget code or organization name
6. To advance through the different pages, use the **Right Arrow** (top right of page) or **Next Button** (bottom right of page)
7. Enter **Expected Head Count**
 - a. This can be an estimate, but it helps to determine which location you will be permitted to use
8. Enter **Event Description**

9. Is this a **Repeating Event**?

- a. If your event will be reoccurring, choose 'Yes'. You are then able to choose additional dates in which you event will occur
- b. Please note that any repeating event must happen at the same time for each occurrence

10. Select **Event Start & Event End**

a. **Additional Time**

- i. Please add any pre or post event time you will need for setting up, cleaning up, etc. As you add time, your reservation duration time will update on the right side of the page
- ii. The times you list here will be when you are permitted to enter the room and when you will need to be out of the room by

11. Select **Event Location**

- a. **Search by location name** or room number for your location
- b. Location filters include:
 - i. **Show only my authorized locations that have no time conflicts**
 - ii. **Enforce head count**
- c. Once selected, location details will be made available on the right (max capacity, room features, availability conflicts...)
 - i. A green checkmark means your room is open to request. A red triangle means the room is not available for request
- d. You can choose more than 1 location for your event if you need multiple rooms
- e. Details may vary depending on a user's permissions

12. **Attached Files**

- a. If you have a layout for your event, attach it!
- b. If you plan to add your event to a Calendar, include an image that you would like posted on the website calendar

13. **Custom Attributes**

- a. Each attribute varies depending on the Request Form selected
- b. For the **University Event** form, the questions include:
 - i. Day-of-Event Contact Name
 - ii. Day-of-Event Contact Phone Number
 - iii. Email Address
 - iv. Is this a Ticketed Event?
 - v. List any audio or visual needs:
 - vi. List any decorations you plan to use:
 - vii. List any event support needs:
 - viii. List any food provider:
 - ix. List any parking requirements:
 - x. Please select a backup location:

- xi. Please select a second backup location:
- xii. Provide a detailed event schedule:
- xiii. What are your goals for this event?
- xiv. What is the theme of your event?
- xv. Who is your target audience?

14. Event Contacts

- a. Prefilled with the registrant's information
- b. If you would like to change the Requestor's name, start searching by last name
 - i. Ex.: Chase, Kat
 - ii. The user's name will populate below

15. Select one Category that best describes your event

16. Select **Which calendars should publish this event**

- a. Select events.liberty.edu if you would like to advertise your event on the public University calendar
- b. You do not have to choose a calendar in which to publish your event if you would prefer not to

17. Additional comments

- a. Add any information that you believe would be helpful to the success of your event or request

18. Submit Request

- a. At this point, if you chose 'University Event Request' the event is only tentative and is now being reviewed by the University Events Office
- b. When and if approved, the registrant will receive a confirmation email from the University Events Office
- c. If you chose 'Department Scheduler ONLY' and you're scheduling a space that is your own, you may select "Confirmed" from the drop down list

If you have any questions or trouble, please email events@liberty.edu or call 434.592.3511.