Event Checklist: What To Do After You Submit Your Event Form

After you submit a 25Live Event Form, there are important steps you should take to ensure that your event is fully supported by SCU event stakeholders. Play close attention to the Event Checklist that you receive with your request receipt email and follow all relevant steps.

1 When you submit a 25Live Event Form, you will receive an email titled, "25Live: Event Request Received - " followed by the name of the event you requested.

Confirm that the event name, date, and time are correct.

IMPORTANT: Note that the email serves as notification that the submission of an Event Form does NOT guarantee that the space is available or reserved for your event. You will be instructed in the email (and in this guide) on how to follow up to ensure that your event requests have been approved.

You will **NOT** receive a later email confirming your event request approvals. You will need to follow the steps in this Event Request Receipt email to follow your request through the approval process.

Thank you for submitting a request for the event: "TEST-Confirmation Email Links" on Thu Dec 11 2025 3:00 pm. SCU event stakeholders and campus space approvers will now process your request. Please note that submission of this request **does not guarantee space is available or reserved for your group.**

Please be sure to complete the following Event Checklist to ensure that you have made all of the appropriate arrangements for your event.

In the 25Live platform:

- Follow your event through the approval process via the 25Live event Task List tab.
    - Was your event approved by CSI? (student organizations only)
    - Was your requested location approved?
        - If there are location questions, please reach out to the Building Manager listed in the "Location Assignments and Approvals" section of the event Task List.
    - Have the resources you requested been approved? (if applicable)
    - Has your Outdoor Sound Amplification request been approved? (if applicable)

Confirm Any Additional Resources:

- Media Services Event Requests - if you will need Media Services equipment or A/V support for your event.
- Bon Appetit - if you will be using on-campus catering for your event.
    - If you plan to use external catering, please review the University's Food & Dining Policies
- Campus Safety and/or Parking & Transportation Services - if your attendees will need access to SCU parking facilities, or if your event has an external guest speaker or needs security support.

Please review the Event Planning Resources and Policies on the University Event Planning website for comprehensive guidance to support your event planning.

Making Changes or Cancelling This Event:
Access your event's information page within 25Live

- To make changes or upload documents to your event, select Edit Event from the Details tab of your event.
    - Any changes to the event's date or time will send the request back through the approval process.
- To request to cancel your event after the location has been approved, select Request Cancellation from the Details tab, enter an explanation for why you are cancelling, and submit the cancellation request.

The details of your 25Live event request can be found below:

2 Steps that you should take inside 25Live are outlined in your receipt email. Use the **How to Verify My Event's Approval Status** guide to track your request through 25Live's tiered approval process.

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3 While the Operations/Facilities resource request process is now in 25Live, there are several SCU event resource providers that still have an external event request form. If you need services from any of these providers, you can access their forms from the request receipt email.

External event request forms are currently required for:

- **Media Services**

- **Bon Appetit**

- **Parking & Transportations Services** - includes Campus Safety services

- **Auxiliary Services Food & Dining Policies and Forms**

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The details of your 25Live event request can be found below:

4 If you need to make additions or edits to your event request, you can do so from within your event information page.

From the Details tab, click on "Edit Event." Your Event Form will open and you can make any adds or edits. Typical additions are event layout diagrams or additional resource requests.

NOTE: If you change the location, date, or time of your request, your event will go back into the approval process.

UNIVERSITY
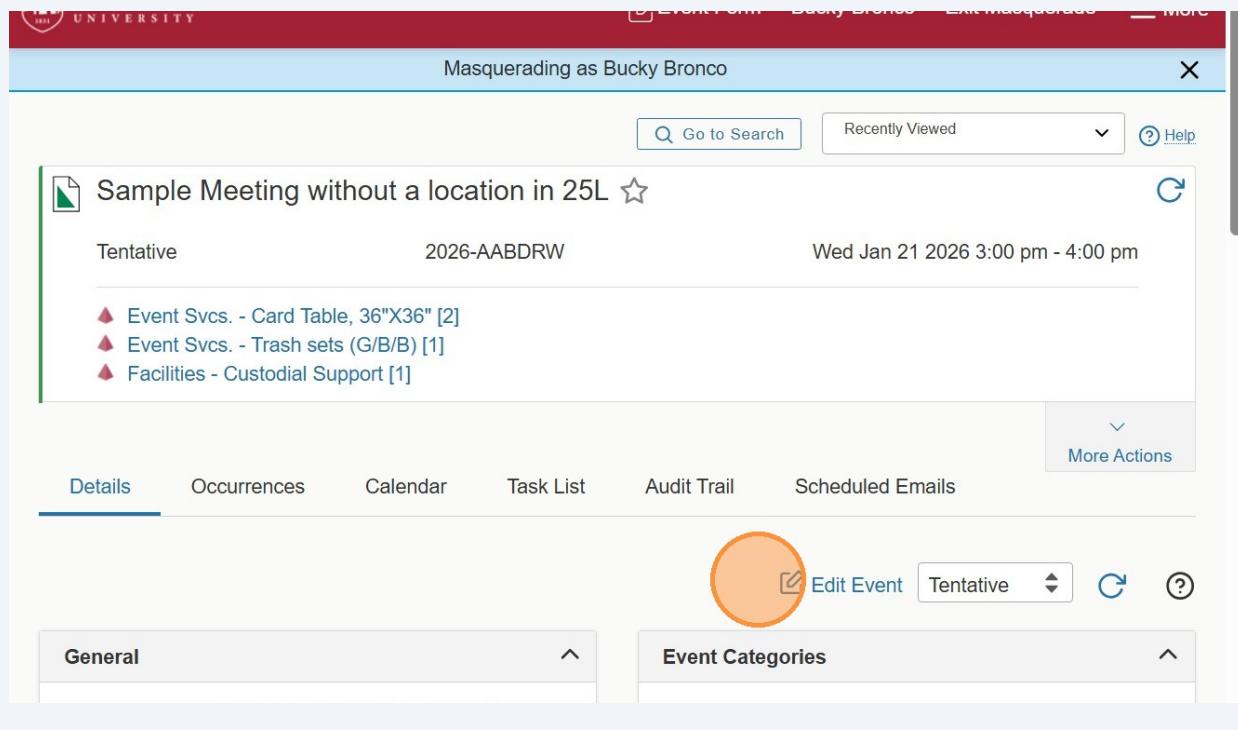
Masquerading as Bucky Bronco ✕

Go to Search | Recently Viewed ⌄ | ❓ Help

📄 Sample Meeting without a location in 25L ☆

Tentative   2026-AABDRW   Wed Jan 21 2026 3:00 pm - 4:00 pm

🔻 Event Svcs. - Card Table, 36"X36" [2]
🔻 Event Svcs. - Trash sets (G/B/B) [1]
🔻 Facilities - Custodial Support [1]

⌄ More Actions

Details   Occurrences   Calendar   Task List   Audit Trail   Scheduled Emails

✏️ Edit Event   Tentative ⬍   ↻   ❓

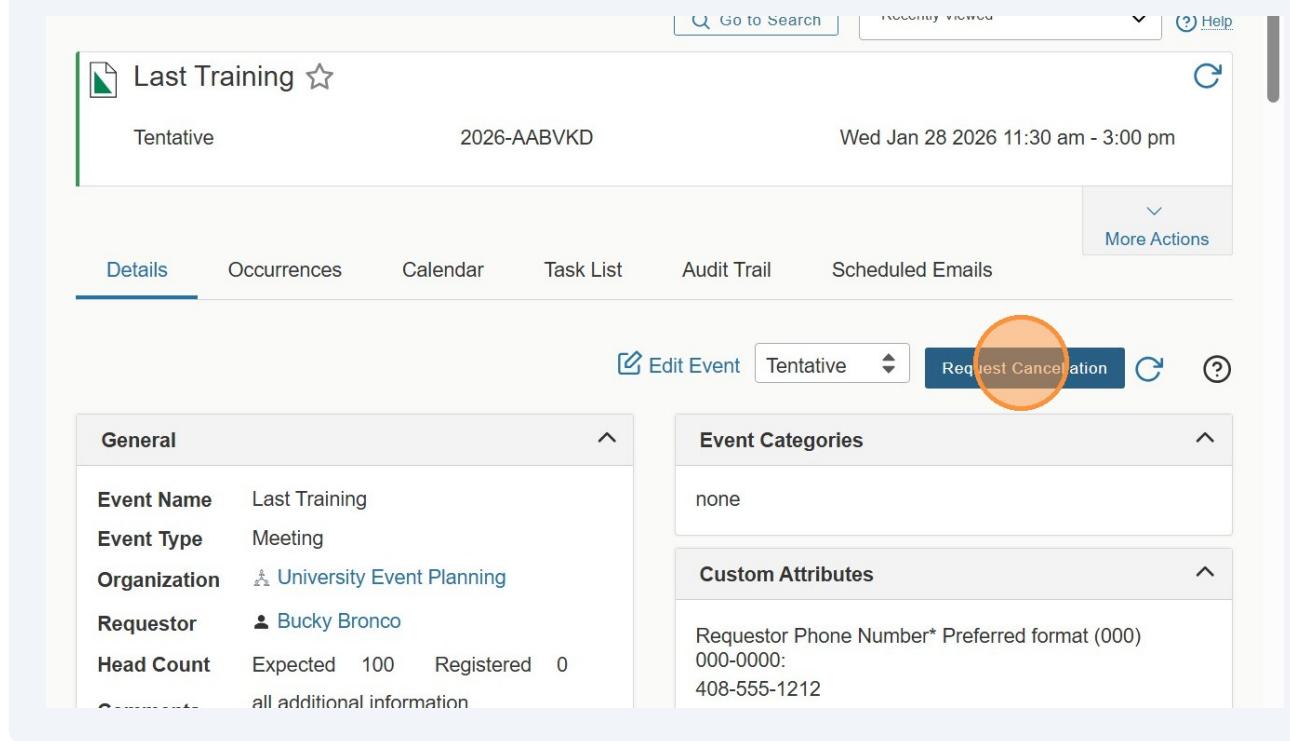General ⌃   Event Categories ⌃

⚠️ Alert!

If the number of attendees anticipated for your event increases from what you originally submitted via the Event Form, PLEASE reach out to notify the Building Manager for the location you are hosting your event.

You can find the name of the appropriate Building Manager in the "Location Assignments and Approvals" box on the Task List tab of your event information page.

**5** You also have the ability to cancel your event.

From the Details tab, click on "Request Cancellation."

Last Training ☆

Tentative   2026-AABVKD   Wed Jan 28 2026 11:30 am - 3:00 pm

More Actions

| Details | Occurrences | Calendar | Task List | Audit Trail | Scheduled Emails |

Edit Event   Tentative   Request Cancellation

General ⌃

Event Name	Last Training
Event Type	Meeting
Organization	University Event Planning
Requestor	Bucky Bronco
Head Count	Expected 100 Registered 0
Comments	all additional information

Event Categories ⌃

Custom Attributes ⌃

Requestor Phone Number* Preferred format (000) 000-0000:
408-555-1212

6 Enter the reason for your cancellation and click "Request Cancellation."

Once the Building Manager for your requested location has accepted your cancellation request, your event status will switch to "Cancelled" and the location will re-enter the availability pool.
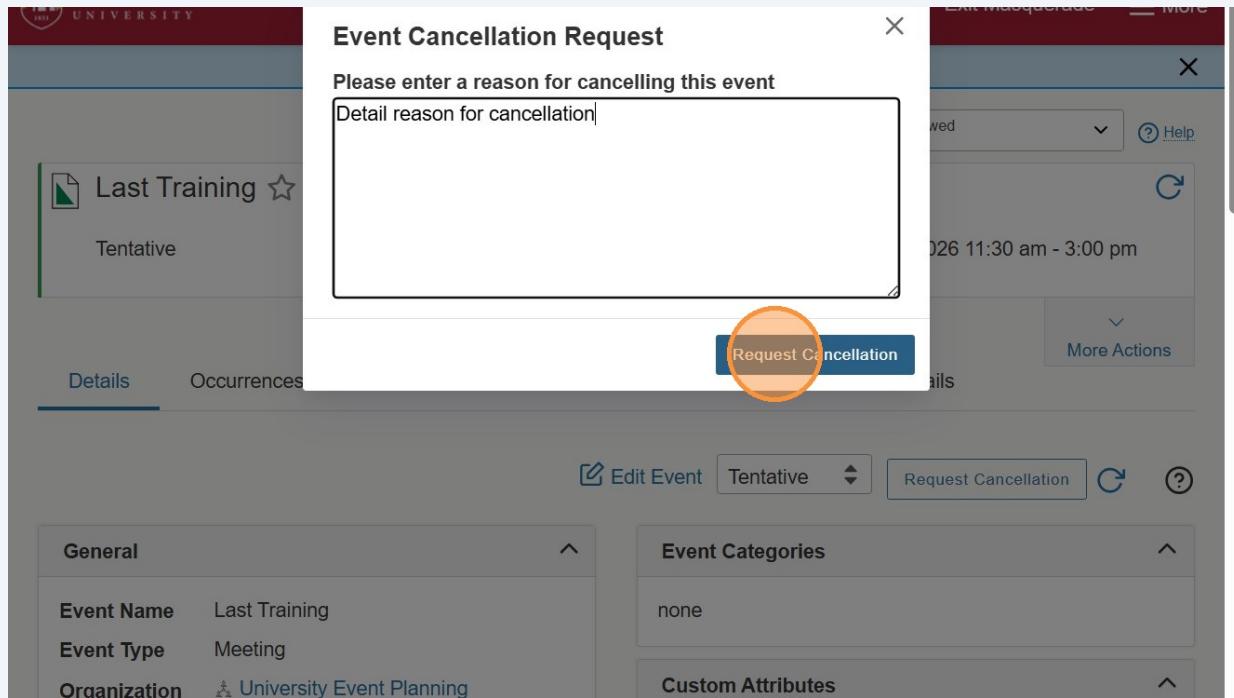
7 At the bottom of your request receipt email will be a list of your Event Details. Confirm that the details listed here are correct.

The Event Details also provide the **Event Reference Code** which is assigned by the 25Live system. The format of all reference codes are YYYY-ABCDEF. The letters are assigned alphabetically in the order that the Event Form was submitted.

- For example: Event 2025-AAAAAA was submitted before event 2025-AAAAAB.

It is SCU policy that events are assigned to campus locations based upon the chronological order of when the request was received.

The details of your 25Live event request can be found below:

Event Details:

Event Name: TEST-Confirmation Email Links
Event Reference Code: 2025-AAAHVT
Sponsoring Organization: University Event Planning
Event Start Date and Time: Thu Dec 11 2025 3:00 pm
Event End Date and Time: Thu Dec 11 2025 4:00 pm
Requested Location: SCDI: Bergin Hall 214 - Classroom
Requested Resource(s):

Thank you,
25Live Support Team
25Live@scu.edu

Santa Clara
UNIVERSITY
1851

8 While 25Live streamlines the space reservation and event management process at SCU, it does not fully replace the human connections and communication that are required to pull off successful events across campus.

If you are making significant changes or are unsure about policies related to your event, please reach out to the SCU stakeholders involved in your event or the 25Live team (25Live@scu.edu).