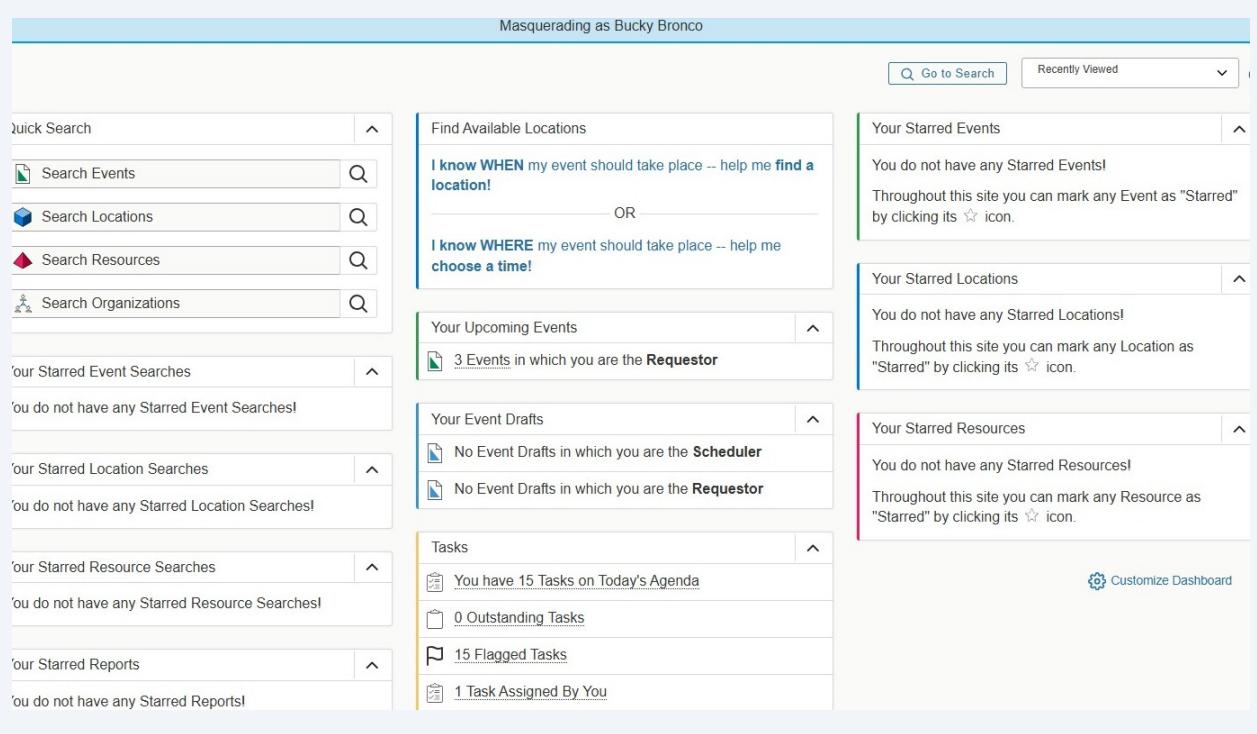


# How to Request Operations/Facilities Resources ONLY Using the 25Live Event

If you need to request event resources (such as tables, chairs, a podium, and/or electrical and custodial support) for a campus space reserved outside of the 25Live system, you will use the 25Live Event Form to do so.

Many of our small conference rooms continue to be booked and managed using a Google Calendar. If you are using that type of space but still need Operations/Facilities resources or support, follow the steps below.

- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



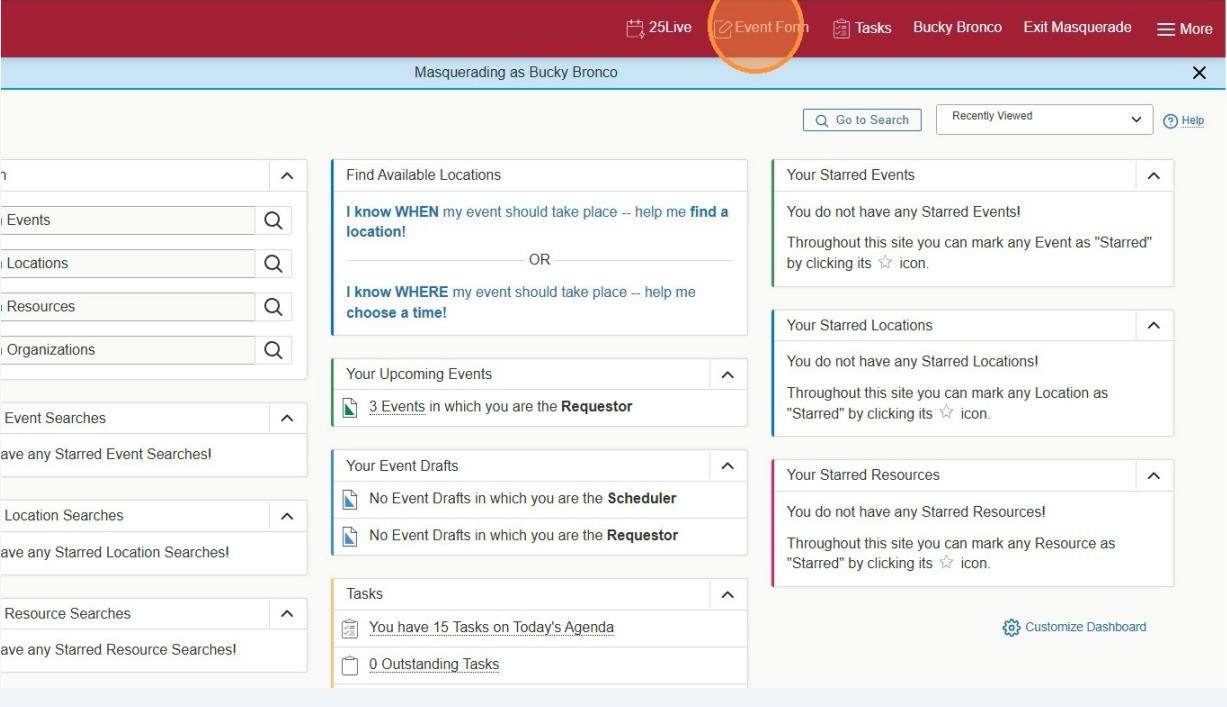
The screenshot shows the 25Live dashboard with the following sections:

- Quick Search:** Includes links for Search Events, Search Locations, Search Resources, and Search Organizations.
- Find Available Locations:** Prompts for "WHEN" and "WHERE" event details.
- Your Upcoming Events:** Shows 3 Events in which you are the Requestor.
- Your Event Drafts:** Shows No Event Drafts in which you are the Scheduler or Requestor.
- Tasks:** Shows 15 Tasks on Today's Agenda, 0 Outstanding Tasks, 15 Flagged Tasks, and 1 Task Assigned By You.
- Your Starred Events:** You do not have any Starred Events! (Throughout this site you can mark any Event as "Starred" by clicking its star icon.)
- Your Starred Locations:** You do not have any Starred Locations! (Throughout this site you can mark any Location as "Starred" by clicking its star icon.)
- Your Starred Resources:** You do not have any Starred Resources! (Throughout this site you can mark any Resource as "Starred" by clicking its star icon.)

At the bottom right is a "Customize Dashboard" link.

2

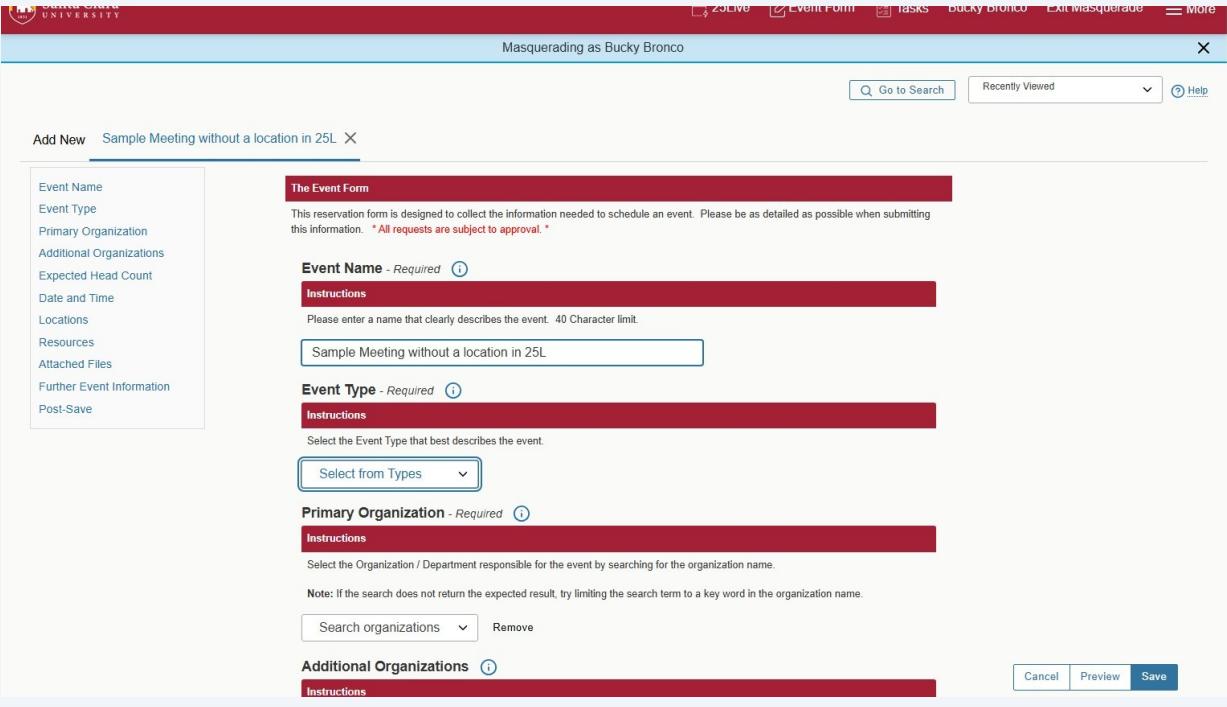
Open a new Event Form by clicking on the "Event Form" icon in the upper navigation bar.



The screenshot shows the 25Live dashboard with a red header bar. The 'Event Form' icon is highlighted with a yellow circle. The main content area displays various search and task sections, including 'Find Available Locations', 'Your Upcoming Events' (3 Events in which you are the Requestor), 'Your Event Drafts' (No Event Drafts in which you are the Scheduler and No Event Drafts in which you are the Requestor), 'Tasks' (You have 15 Tasks on Today's Agenda and 0 Outstanding Tasks), and sections for 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources'. A 'Customize Dashboard' link is visible at the bottom right.

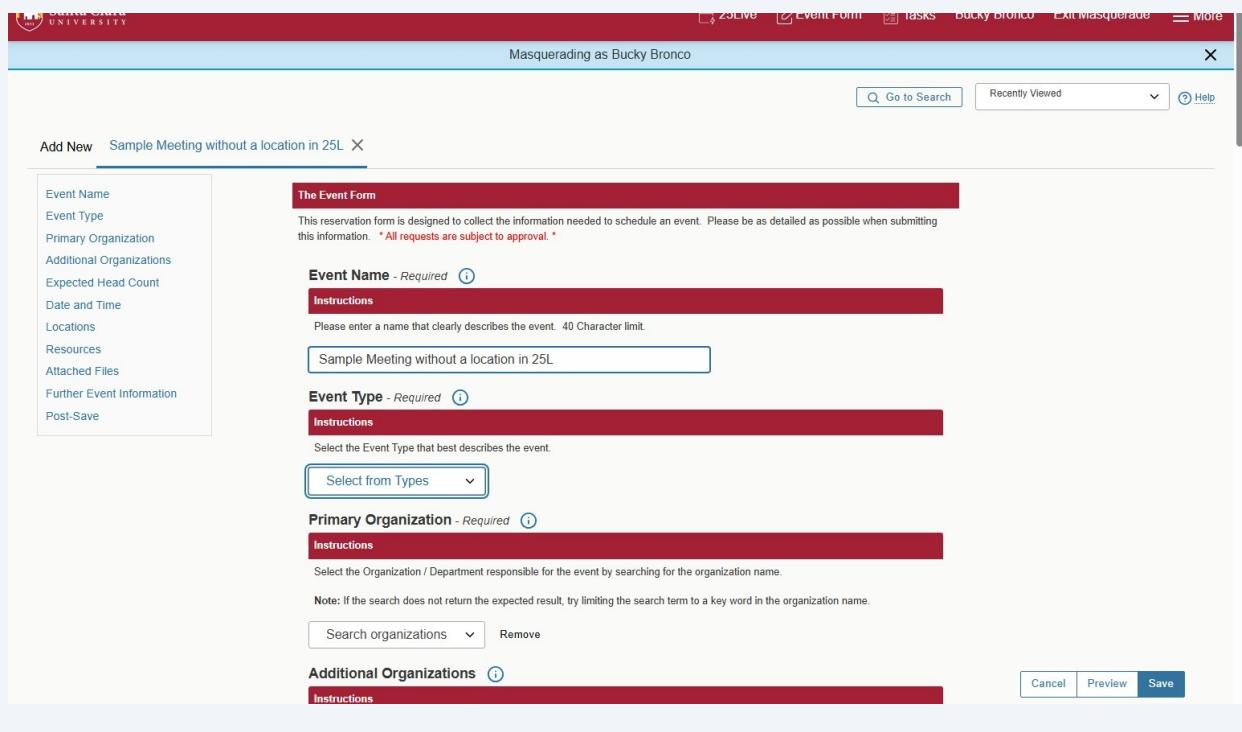
3

Fill out **all** the Required Fields with your event's details



The screenshot shows the 'Event Form' creation page with a red header bar. The page title is 'Add New Sample Meeting without a location in 25L'. The left sidebar lists fields: Event Name, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. The main content area is titled 'The Event Form' and contains instructions: 'This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval.' The 'Event Name - Required' field has 'Sample Meeting without a location in 25L' entered. The 'Event Type - Required' dropdown has 'Select from Types' selected. The 'Primary Organization - Required' dropdown has 'Search organizations' selected. The 'Additional Organizations' section has 'Instructions' and a 'Save' button. A 'Cancel' button is also visible.

#### 4 Add your event's name.



The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval.

**Event Name - Required** (i)

**Instructions**

Please enter a name that clearly describes the event. 40 Character limit.

Sample Meeting without a location in 25L

**Event Type - Required** (i)

**Instructions**

Select the Event Type that best describes the event.

Select from Types

**Primary Organization - Required** (i)

**Instructions**

Select the Organization / Department responsible for the event by searching for the organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

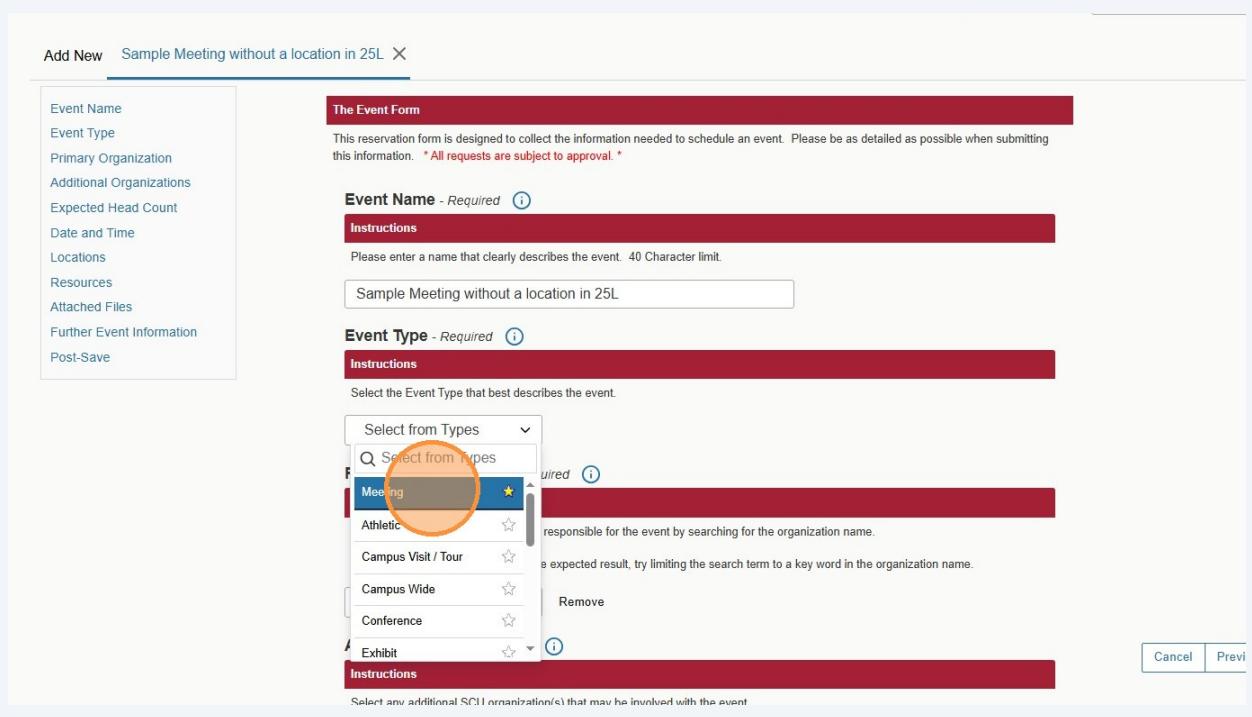
Search organizations ▼ Remove

**Additional Organizations** (i)

**Instructions**

Cancel Preview Save

#### 5 Select the appropriate Event Type.



The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval.

**Event Name - Required** (i)

**Instructions**

Please enter a name that clearly describes the event. 40 Character limit.

Sample Meeting without a location in 25L

**Event Type - Required** (i)

**Instructions**

Select the Event Type that best describes the event.

Select from Types ▼

Q Select from Types

- Meeting Meeting
- Athletic
- Campus Visit / Tour
- Campus Wide
- Conference
- Exhibit

**Instructions**

Select any additional SCU organization(s) that may be involved with the event

Cancel Preview

## 6 Add your organization's name.

Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Event Contact Roles  
Further Event Information  
Post-Save

**Event Name - Required** ⓘ  
**Instructions**  
Please enter a name that clearly describes the event. 40 Character limit.  
Sample Meeting without a location in 25L

**Event Type - Required** ⓘ  
**Instructions**  
Select the Event Type that best describes the event.  
Meeting

**Primary Organization - Required** ⓘ  
**Instructions**  
Select the Organization / Department responsible for the event by searching for the organization name.  
Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.  
Search organizations  Remove  
Q Search organizations   
University Event Planning  ⓘ

Select any additional SCU organization(s) that may be involved with the event.

**Expected Head Count - Required** ⓘ  
**Instructions**  
Please enter the expected attendance for the event.

Cancel

## 7 Add expected head count.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Additional Event Information  
Resources  
Attached Files  
Event Contact Roles  
Further Event Information  
Post-Save

**Expected Head Count - Required** ⓘ  
**Instructions**  
Please enter the expected attendance for the event.  
20

**Date and Time - Required** ⓘ  
**Instructions**  
Select the Start Date, Start Time, End Time, and End Date for the event. Please use the ACTUAL start and end times for events.

- If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below and add the appropriate number of minutes or hours desired.
- NOTE: All Benson and Locatelli event spaces have a "built in" 3-hour takedown window. Please do NOT add any additional takedown time for those spaces.

Outdoor Locations and Nobili Hall Dining Room must be booked at least 7 day in advance of the event date. All other locations can be booked 48 hours in advance, though if you need resources (tables, chairs, A/V support, catering, etc.) additional lead time may be required.

Mon Jan 12 2026  
3:00 pm  
To:  
4:00 pm  
 This begins and ends on the same day

Duration:  
1 Hour

## 8 Select date of event.

Date and Time

Locations

Additional Event Information

Resources

Attached Files

Event Contact Roles

Further Event Information

Post-Save

20

**Date and Time - Required** i

**Instructions**

Select the Start Date, Start Time, End Time, and End Date for the event. Please use the ACTUAL start and end times for events.

- If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below and add the appropriate number of minutes or hours desired.
- NOTE: All Benson and Locatelli event spaces have a "built in" 3-hour takedown window. Please do NOT add any additional takedown time for those spaces.

Outdoor Locations and Nobili Hall Dining Room must be booked at **least 7 day in advance** of the event date. All other locations can be booked **48 hours in advance**, though if you need resources (tables, chairs, A/V support, catering, etc.) additional lead time may be required.

Mon Jan 12 2026

« < January 2026 > »

M	T	W	T	F	S	S
29	30	31	01	02	03	04
05	06	07	08	09	10	11
<b>12</b>	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	08

Select Today

Additional time

Cancel | Prev

## 9 Enter your event's Start and End Times then open the Additional time drop-down window.

Information

es

rmation

Outdoor Locations and Nobili Hall Dining Room must be booked at **least 7 day in advance** of the event date. All other locations can be booked **48 hours in advance**, though if you need resources (tables, chairs, A/V support, catering, etc.) additional lead time may be required.

Wed Jan 21 2026

3:00 pm

To:

4:00 pm

This begins and ends on the same day

Duration:  
1 Hour

Additional time

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

**Repeating Pattern** i

« < January 2026 > »

Cancel | Preview | Save

10

Additional time: Fill in the specific Setup and Pre-Event time so the Operations team has as much information as possible. They will schedule their equipment delivery times based upon your time entries.

Event type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Additional Event Information

Resources

Attached Files

Event Contact Roles

Further Event Information

Post-Save

Wed Jan 21 2026

3:00 pm

To:

4:00 pm

This begins and ends on the same day

Duration:  
1 Hour

**Additional time**

Setup Time  
0 Days 3 Hours 0 Minutes

Pre-Event Time  
0 Days 0 Hours 0 Minutes

Post-Event Time  
0 Days 0 Hours 0 Minutes

Takedown Time  
0 Days 0 Hours 0 Minutes

Reservation Start:  
**Wed Jan 21 2026 12:00 pm**

Reservation End:  
**Wed Jan 21 2026 4:00 pm**

11

IMPORTANT: Do not enter a location request. These instructions are for making a resource ONLY request.

If you need to book a location for this event, please follow the ["Requesting an Event in 25Live"](#) quick-guide from the 25Live webpage.

Manage Occurrences

Locations (i)

**Instructions**

Select the Location(s) for your event from your list of starred locations or search by location name. Multiple rooms in one building may be requested. If your event will require space in multiple buildings, it is recommended that you use separate event forms for each building request.

Note: If the search does not return the expected result:

- The head count entered above may exceed room capacity.
- Try limiting the search term to a key word in the location name such as the building name.

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters ▼

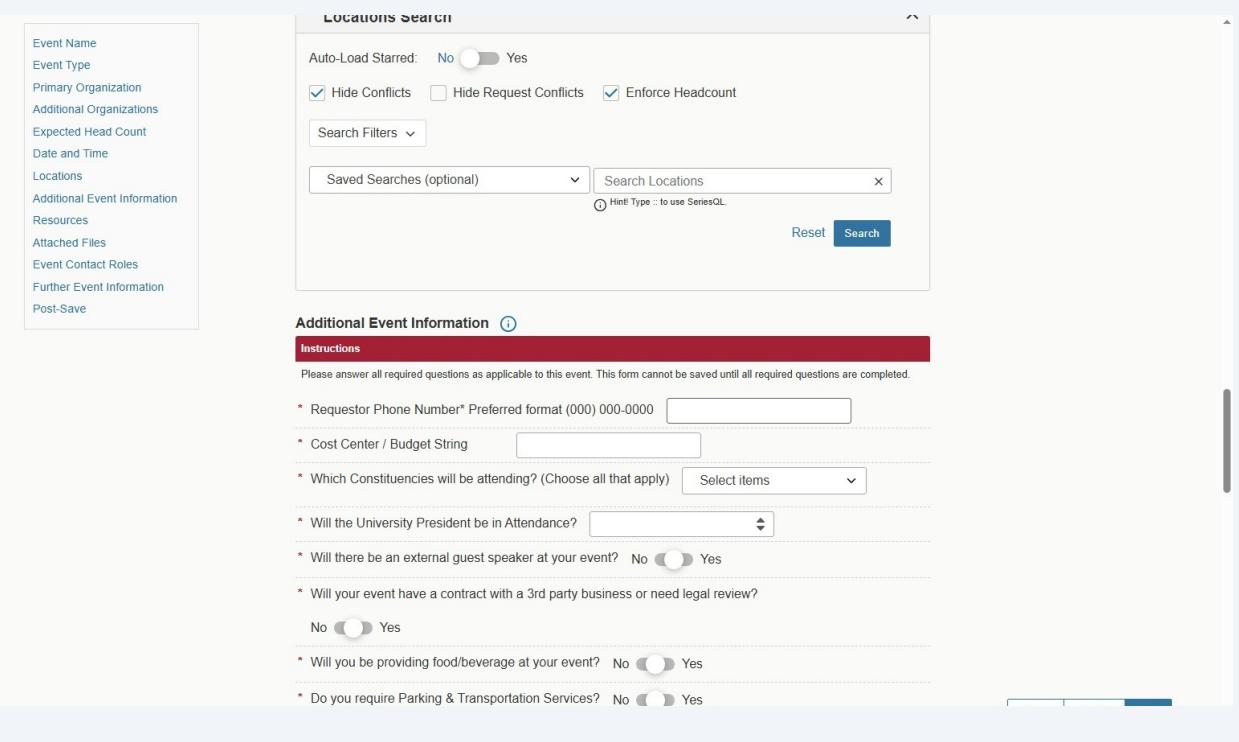
Saved Searches (optional) ▼ Search Locations x

Hint! Type ... to use SeriesQL

**Resources (i)**

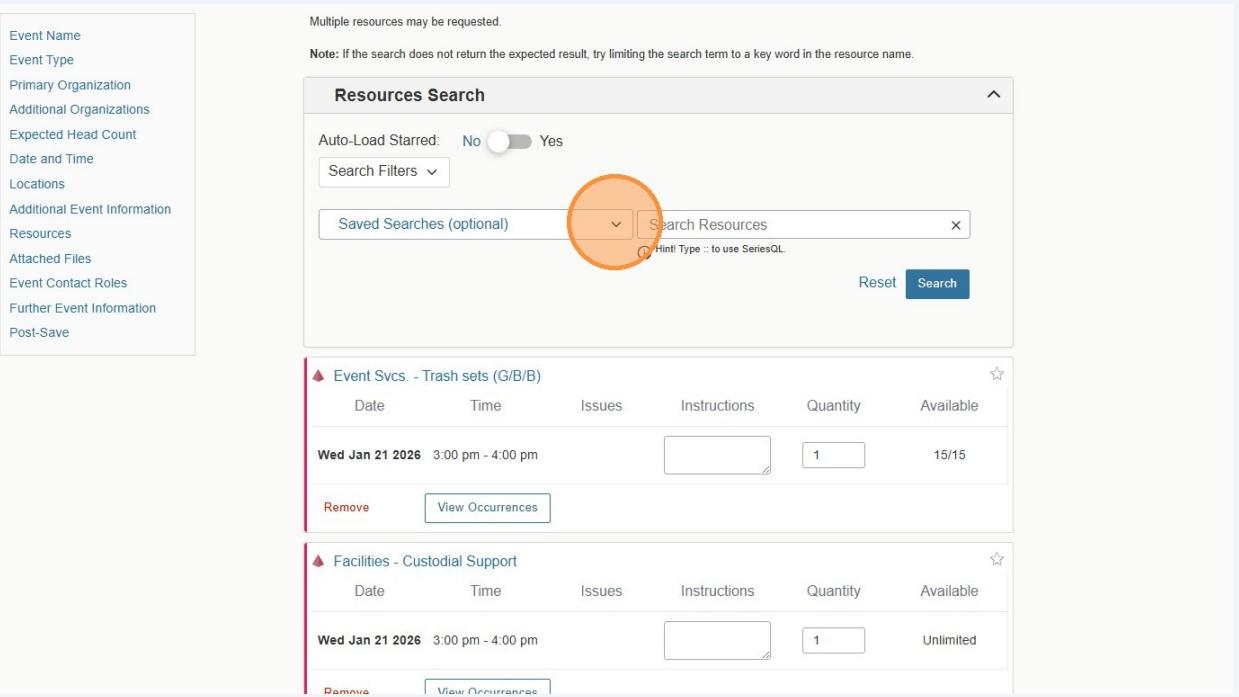
12

Fill out all required fields in the "Additional Event Information" section of the Event Form. All questions with an asterisk must be answered or toggled to "Yes" or "No".



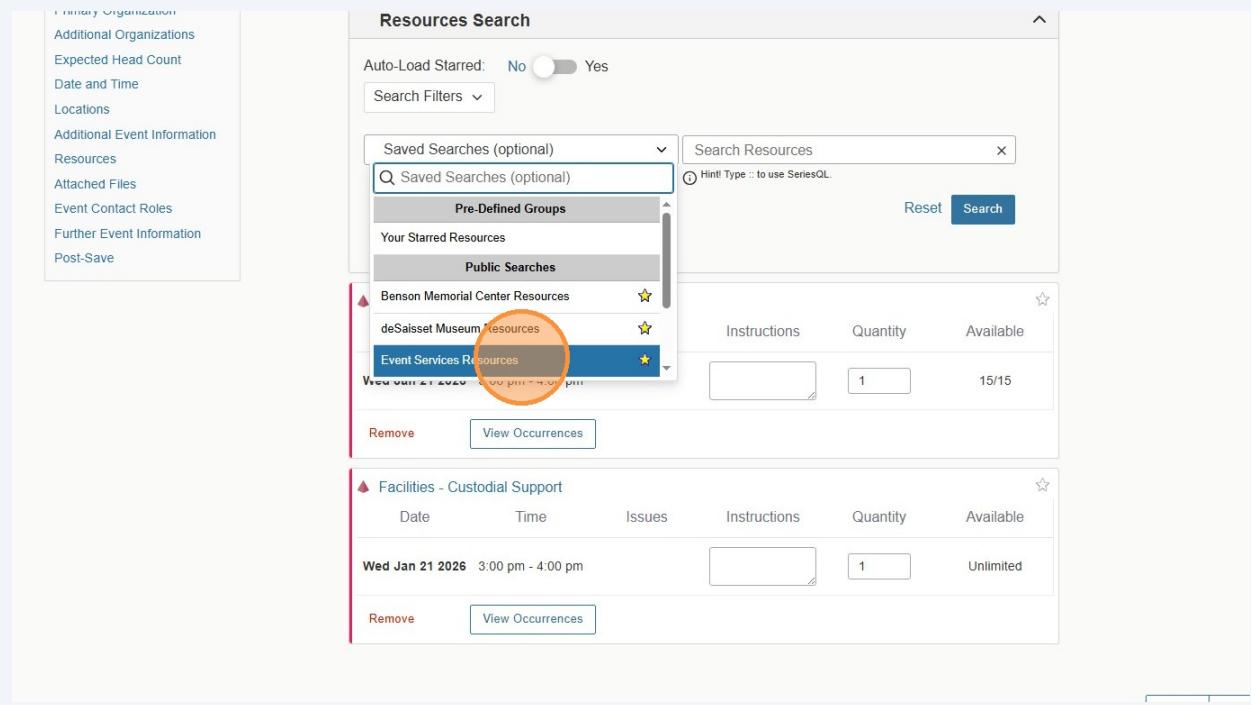
13

In the "Resources Search" window, open the "Saved Searches" drop-down menu.



**14** Select a resource provider from the drop-down menu:

- Event Services Resources - for tables, chairs, podiums, trash bins, and/or set-up services
- Facilities Operations Resources - for custodial, electrical, irrigation and/or maintenance mechanic support or for room partition take down

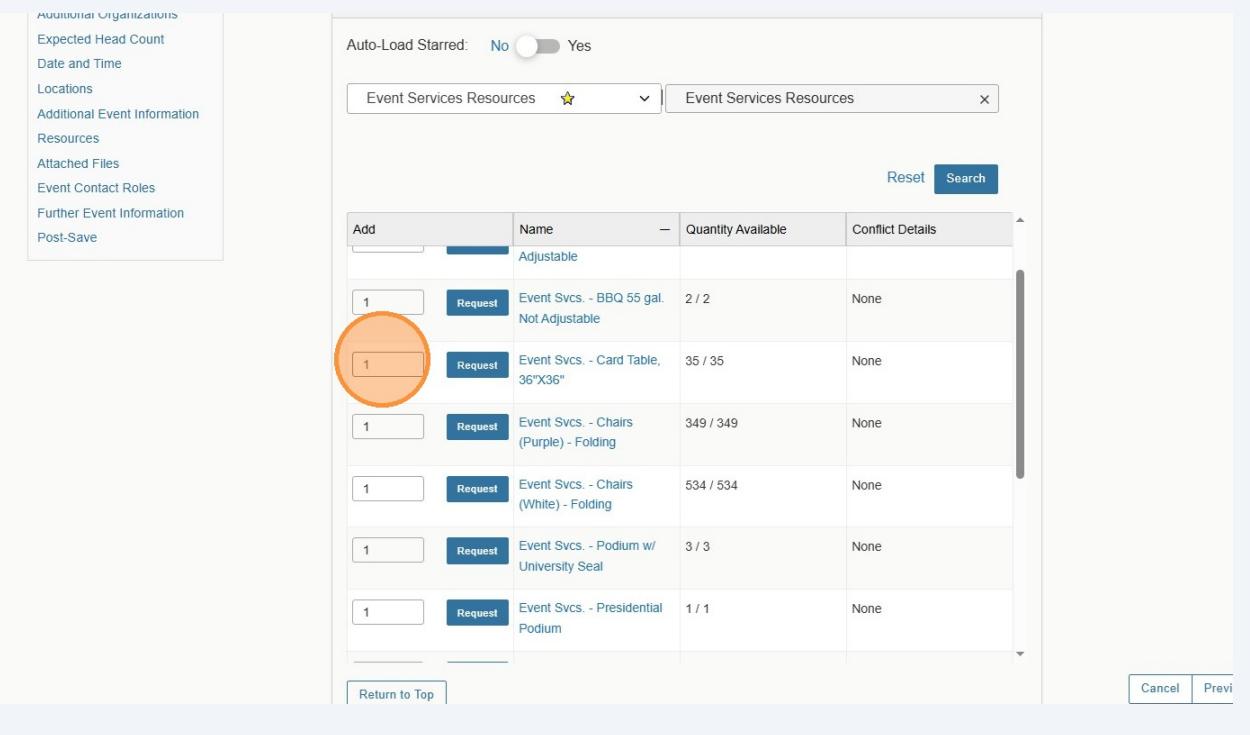


The screenshot shows the 'Resources Search' interface. On the left, a sidebar lists various event management categories. The main area is titled 'Resources Search' and contains a search bar with 'Search Resources' and 'Search' buttons. A dropdown menu for 'Saved Searches (optional)' is open, showing 'Pre-Defined Groups', 'Your Starred Resources', and 'Public Searches'. Below this, a list of resource providers is shown, with 'Event Services Resources' highlighted with an orange circle. The interface includes sections for 'Instructions', 'Quantity', and 'Available' resources, and a 'View Occurrences' button. Another section for 'Facilities - Custodial Support' is also visible.

15

Search for your desired resource(s). Add the quantity for each desired resource and click "Request."

NOTE: Resources already assigned based upon answers to questions in the "Additional Event Information" section will already be listed below.



Event Services Resources

Add	Name	Quantity Available	Conflict Details
1	Event Svcs. - BBQ 55 gal. Not Adjustable	2 / 2	None
1	Event Svcs. - Card Table, 36"X36"	35 / 35	None
1	Event Svcs. - Chairs (Purple) - Folding	349 / 349	None
1	Event Svcs. - Chairs (White) - Folding	534 / 534	None
1	Event Svcs. - Podium w/ University Seal	3 / 3	None
1	Event Svcs. - Presidential Podium	1 / 1	None

16

Thoroughly review all of the listed resources that you are requesting to be sure you have everything you need for your event.

For each resource that you have requested, use the "Instruction" field to provide Operations with specific instructions for that individual resource.

Information

Count

Request

Event Svcs. - Podium w/ University Seal

Event Svcs. - Presidential Podium

Return to Top

Event Svcs. - Trash sets (G/B/B)

Date	Time	Issues	Instructions	Quantity	Available
Wed Jan 21 2026	3:00 pm - 4:00 pm			1	15/15

Remove

View Occurrences

Facilities - Custodial Support

Date	Time	Issues	Instructions	Quantity	Available
Wed Jan 21 2026	3:00 pm - 4:00 pm			1	Unlimited

Remove

View Occurrences

Event Svcs. - Card Table, 36"X36"

Date	Time	Issues	Instructions	Quantity	Available
------	------	--------	--------------	----------	-----------

17

To upload an event diagram for Operations/Facilities to use to setup your event, use the "Attached Files" box.

Event Name  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Date and Time  
Locations  
Resources  
Attached Files  
Further Event Information  
Post-Save

Return to Top

Attached Files (i)

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew. Events crew will not return to your location to re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

Further Event Information - Required (i)

Instructions

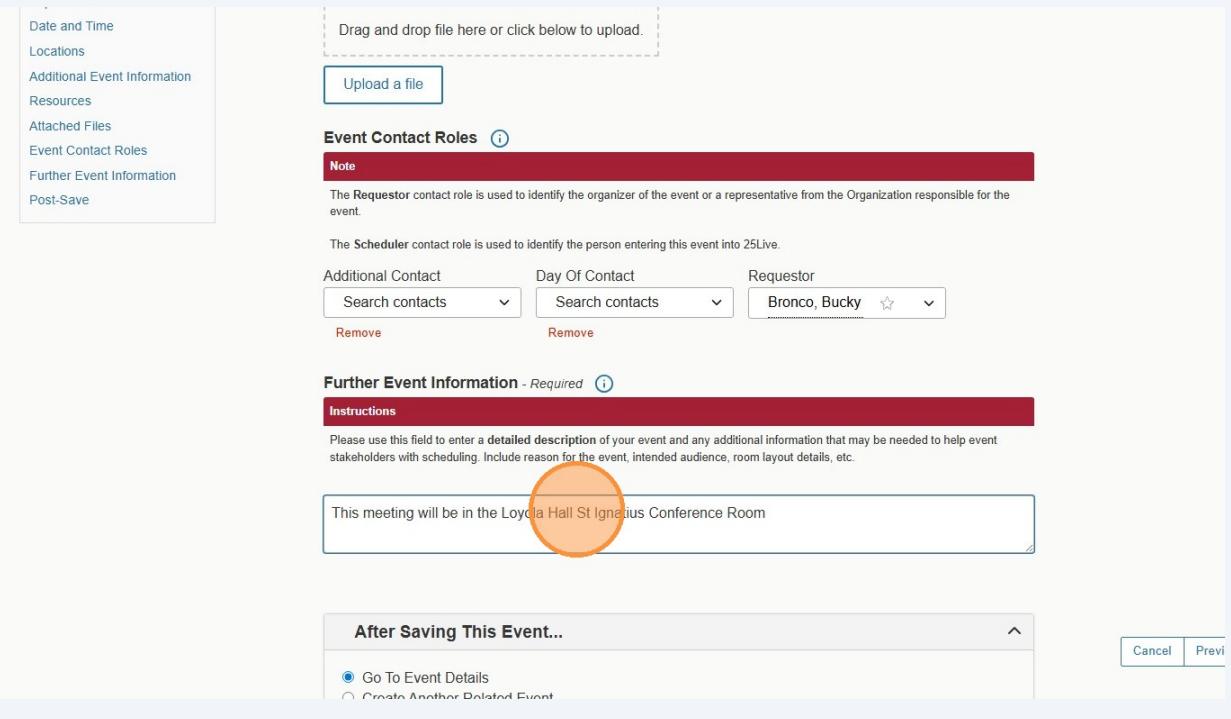
Please use this field to enter a detailed description of your event and any additional information that may be needed to help event stakeholders with scheduling. Include reason for the event, intended audience, room layout details, etc.

After Saving This Event...

Go To Event Details

18

**IMPORTANT** - Since you are not requesting a campus location with this event form, you will need to use the "Further Event Information" box to provide the location information for your event. Be sure to include the building name, room name/number, and any other pertinent information that will allow SCU event stakeholders to properly support your event.



The screenshot shows the SCU Event Form interface. On the left, a sidebar lists various sections: Date and Time, Locations, Additional Event Information, Resources, Attached Files, Event Contact Roles, Further Event Information, and Post-Save. The main area contains several input fields and sections. A large dashed box labeled "Drag and drop file here or click below to upload." has an "Upload a file" button below it. The "Event Contact Roles" section includes a "Note" sub-section with a red background, explaining the Requestor role. Below this are fields for Additional Contact, Day Of Contact, and Requestor, each with a "Search contacts" dropdown and a "Remove" button. The "Further Event Information" section is a large text area with a red background, containing instructions and a placeholder text "This meeting will be in the Loyola Hall St Ignatius Conference Room". An orange circle highlights this text area. At the bottom, a "After Saving This Event..." summary box shows two options: "Go To Event Details" (selected) and "Create Another Related Event".

## 19 Save your Event Form request.

**TIP:** If it will not save, it's because there is a required field left unanswered. Scroll through the event form slowly to find the unanswered question(s).

The screenshot shows the 25Live Event Form interface. On the left, a sidebar lists various form fields: Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Additional Event Information, Resources, Attached Files, Event Contact Roles, Further Event Information, and Post-Save. The main content area is divided into sections:

- Event Contact Roles**: A red header section with a note explaining the Requestor role. It includes fields for Additional Contact (Search contacts dropdown), Day Of Contact (Search contacts dropdown), and Requestor (dropdown set to "Bronco, Bucky"). A "Remove" button is also present.
- Further Event Information**: A red header section with a note asking for a detailed description of the event. A text input field contains the text: "This meeting will be in the Loyola Hall -St Ignatius Conference Room".
- After Saving This Event...**: A summary section with a header and a list of five options:
  - Go To Event Details
  - Create Another Related Event
  - Create A Related Copy of This Event
  - Continue Editing Event
  - Create Another Event

At the bottom right, there are "Cancel", "Preview", and "Save" buttons. A vertical scroll bar is visible on the right side of the main content area.

20

Click "Save" and your resource request will go to Operations/Facilities for allocation and approval.

To follow your request through the approval process, view the "How to verify My Event's Approval Status" guide on the [25Live webpage](#).

The Scheduler contact role is used to identify the person entering this event into 25Live.

Additional Contact Day Of Contact Requestor

Search contacts Search contacts Bronco, Bucky

Remove Remove

**Further Event Information - Required** (i)

**Instructions**

Please use this field to enter a **detailed description** of your event and any additional information that may be needed to help event stakeholders with scheduling. Include reason for the event, intended audience, room layout details, etc.

This meeting will be in the Loyola Hall St Ignatius Conference Room

**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 Previous Save