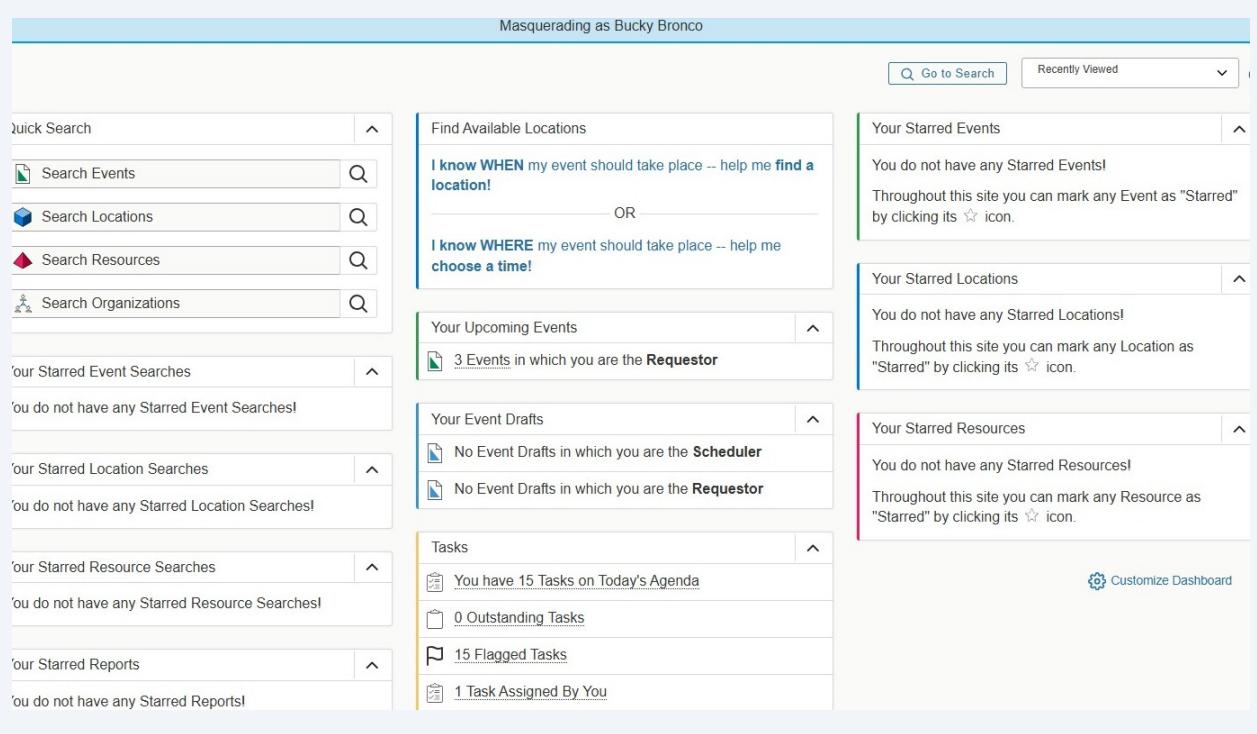# How to Request Operations/Facilities Resources ONLY Using the 25Live Event

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.

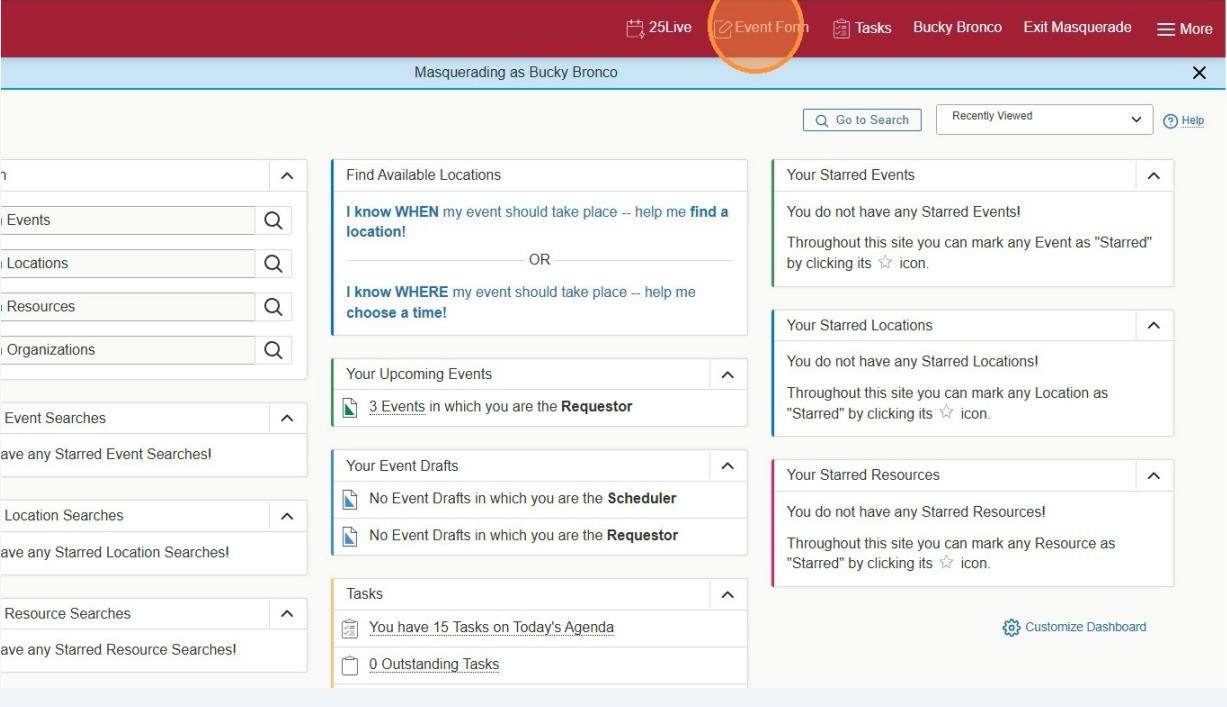**1**   Navigate to 25Live via your MySCU Portal tile and go to your dashboard.

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

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

4   Add your event's name.

5   Select the appropriate Event Type.
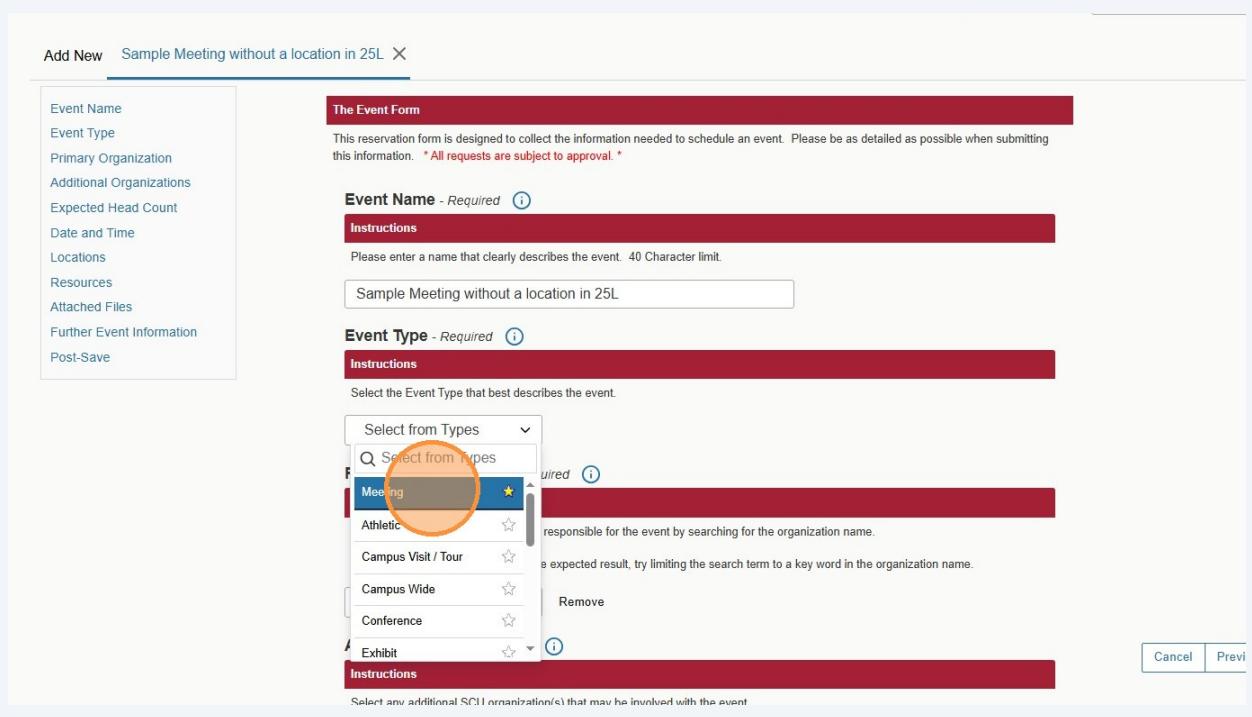
6 Add your organization's name.

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

🔍 Search organizations

ⓘ

University Event Planning ⭐

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

EDIT

Expected Head Count - *Required* ⓘ

Instructions

Please enter the expected attendance for the event.

Cancel | Previ

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.

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

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

Cancel Preview Save

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 ⓘ

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 ✕ |

ⓘ Hint! Type :: to use SeriesQL.

Reset Search

Resources ⓘ

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".

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

Locations Search

Auto-Load Starred: No ⚫ Yes

☑ Hide Conflicts   ☐ Hide Request Conflicts   ☑ Enforce Headcount

Search Filters ⌄

Saved Searches (optional) ⌄   Search Locations   ✕

ⓘ Hint! Type :: to use SeriesQL.

Reset   Search

Additional Event Information ⓘ

Instructions

Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.

* Requestor Phone Number* Preferred format (000) 000-0000

* Cost Center / Budget String

* Which Constituencies will be attending? (Choose all that apply)   Select items ⌄

* Will the University President be in Attendance?   ⬍

* Will there be an external guest speaker at your event?   No ⚫ Yes

* Will your event have a contract with a 3rd party business or need legal review?

No ⚫ Yes

* Will you be providing food/beverage at your event?   No ⚫ Yes

* Do you require Parking & Transportation Services?   No ⚫ Yes

---

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

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

Multiple resources may be requested.

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

Resources Search   ∧

Auto-Load Starred: No ⚫ Yes

Search Filters ⌄

Saved Searches (optional) ⌄   Search Resources   ✕

ⓘ Hint! Type :: to use SeriesQL.

Reset   Search

🔺 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

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

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.

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.

		(White) - Folding		
1	Request	Event Svcs. - Podium w/ University Seal	3 / 3	None
1	Request	Event Svcs. - Presidential Podium	1 / 1	None

Return to Top

🔺 Event Svcs. - Trash sets (G/B/B) ☆
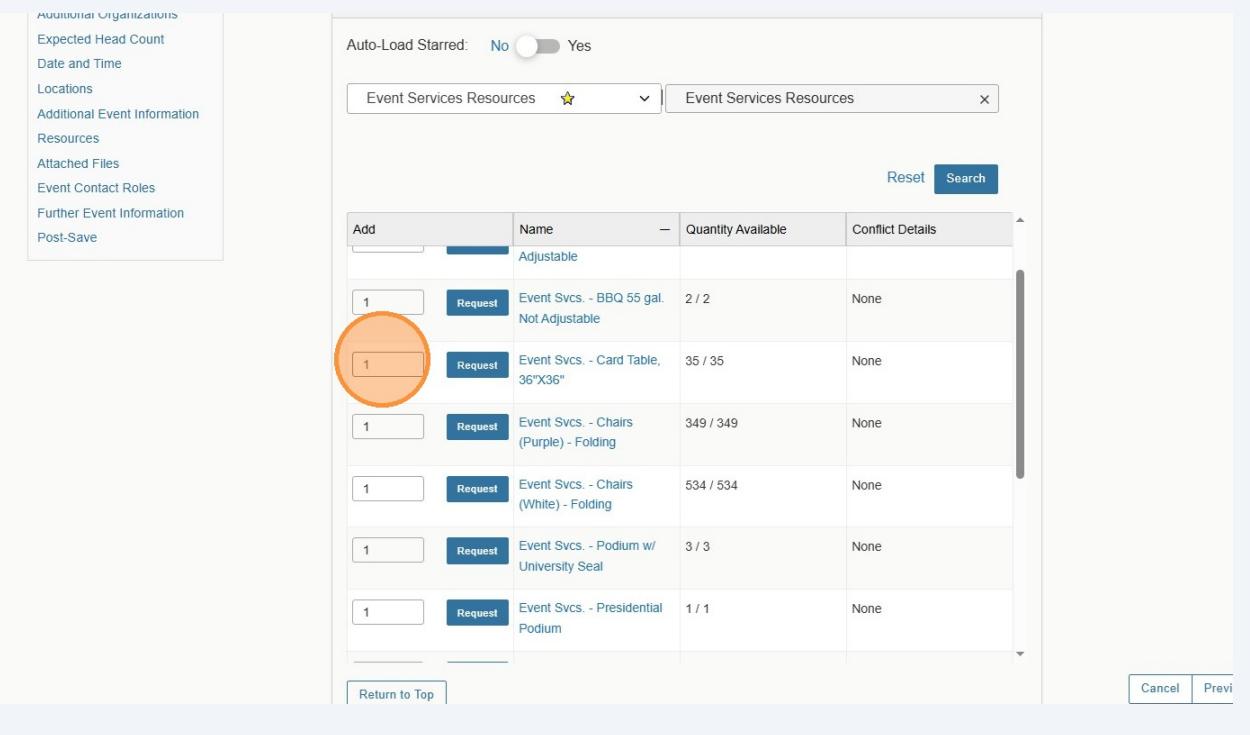
Date	Time	Issues	Instructions	Quantity	Available
Wed Jan 21 2026	3:00 pm - 4:00 pm			1	15/15

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 ⓘ

Instructions

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* ⓘ

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.

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

Drag and drop file here or click below to upload.

Upload a file

Event Contact Roles ⓘ

Note

The **Requestor** contact role is used to identify the organizer of the event or a representative from the Organization responsible for the event.

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* ⓘ
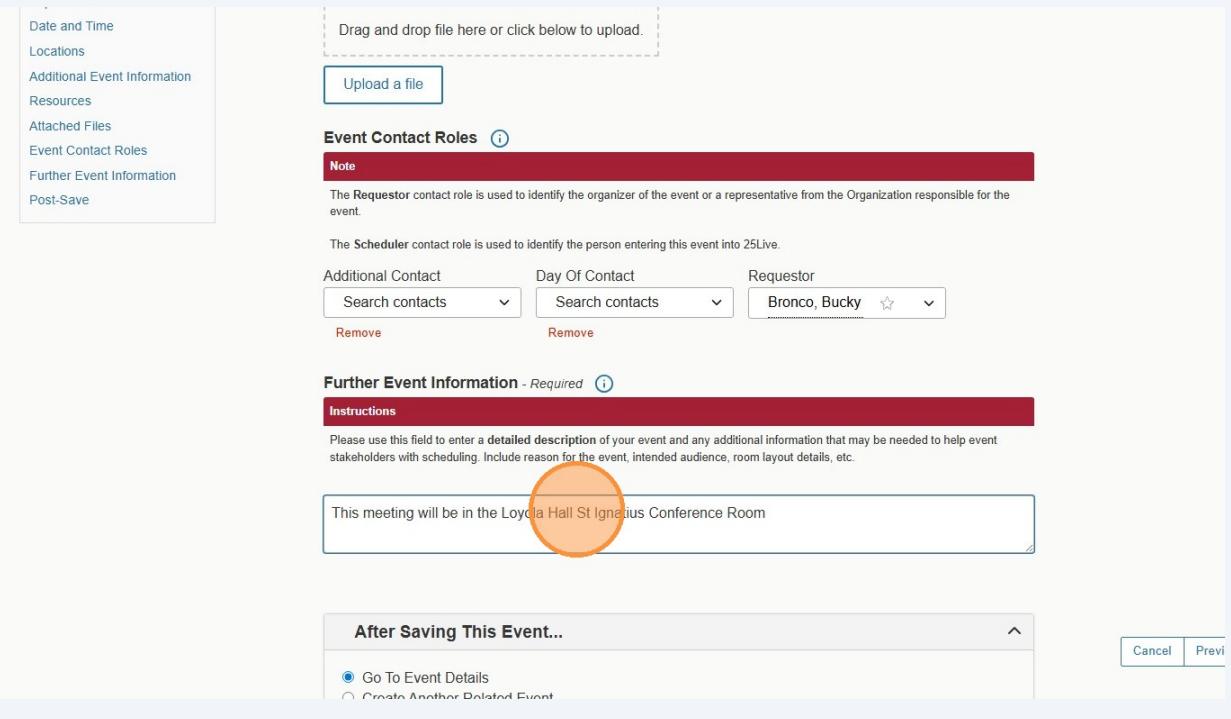
Instructions

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

Cancel   Previ

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).

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

Event Contact Roles ⓘ

Note

The **Requestor** contact role is used to identify the organizer of the event or a representative from the Organization responsible for the event.

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* ⓘ

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   Preview   **Save**

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* ⓘ

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 | Preview | Save