

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 displays the 25Live dashboard for a user named "Masquerading as Bucky Bronco". The interface is organized into several sections:

- Quick Search:** A sidebar on the left with search filters for Events, Locations, Resources, and Organizations.
- Find Available Locations:** A central section with two options: "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!".
- Your Upcoming Events:** A section showing "3 Events in which you are the Requestor".
- Your Event Drafts:** A section showing "No Event Drafts in which you are the Scheduler" and "No Event Drafts in which you are the Requestor".
- Tasks:** A section showing "You have 15 Tasks on Today's Agenda", "0 Outstanding Tasks", "15 Flagged Tasks", and "1 Task Assigned By You".
- Your Starred Events, Locations, Resources, and Reports:** Four sections on the right, each stating "You do not have any Starred [Category]!" and providing instructions on how to star items.
- Customize Dashboard:** A link at the bottom right to customize the dashboard.

2

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

The screenshot shows the 25Live dashboard interface. At the top, a red navigation bar contains icons for 25Live, Event Form (highlighted with an orange circle), Tasks, Bucky Bronco, Exit Masquerade, and a More menu. Below the navigation bar, a blue header bar indicates the user is 'Masquerading as Bucky Bronco'. The main content area is divided into several sections: a left sidebar with search filters (Events, Locations, Resources, Organizations), a central area with 'Find Available Locations' instructions, 'Your Upcoming Events' (3 events), 'Your Event Drafts' (no drafts), and 'Tasks' (15 tasks today, 0 outstanding). The right sidebar shows 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources', all indicating no starred items. A 'Customize Dashboard' link is at the bottom right.

3

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

The screenshot shows the 'The Event Form' in 25Live. The form is titled 'The Event Form' and includes 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 form is divided into sections for required fields: 'Event Name' (text input), 'Event Type' (dropdown menu), 'Primary Organization' (search input), and 'Additional Organizations' (search input). Each section has an 'Instructions' box. The 'Event Name' field contains the text 'Sample Meeting without a location in 25L'. The 'Event Type' dropdown is set to 'Select from Types'. The 'Primary Organization' search input is empty. The 'Additional Organizations' search input is empty. At the bottom right, there are 'Cancel', 'Preview', and 'Save' buttons.

4 Add your event's name.

The screenshot shows a web application interface for scheduling an event. The top navigation bar includes links for '25Live', 'Event Form', 'Tasks', 'Bucky Bronco', 'Exit Masquerade', and a 'More' menu. The main header area displays 'Masquerading as Bucky Bronco' and a search bar with 'Go to Search' and 'Recently Viewed' options. A sidebar on the left lists various event management options: '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 for submitting information. It features three main sections: 'Event Name - Required', 'Event Type - Required', and 'Primary Organization - Required'. Each section has an 'Instructions' box and a form field. The 'Event Name' field is currently selected and contains the text 'Sample Meeting without a location in 25L'. The 'Event Type' field is a dropdown menu showing 'Select from Types'. The 'Primary Organization' field is a search box with a 'Remove' button. At the bottom right, there are 'Cancel', 'Preview', and 'Save' buttons.

5 Select the appropriate Event Type.

This screenshot shows the same event form as before, but with the 'Event Type' dropdown menu open. The dropdown menu lists several options: 'Meeting', 'Athletic', 'Campus Visit / Tour', 'Campus Wide', 'Conference', and 'Exhibit'. The 'Meeting' option is highlighted with a blue background and a star icon. The 'Event Name' field remains selected and contains the text 'Sample Meeting without a location in 25L'. The 'Primary Organization' field is still a search box with a 'Remove' button. The 'Cancel', 'Preview', and 'Save' buttons are visible at the bottom right.

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

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 Prev

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.

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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 ⓘ

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
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	08

Select Today

Additional time

Cancel Preview

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

Information

es

mation

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 ⓘ

<< < January 2026 > >>

M	T	W	T	F	S	S
---	---	---	---	---	---	---

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

Cancel Preview Save

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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.

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ations
ount
rmation

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 ⓘ

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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

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)

* 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

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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

▲ Event Svcs. - Trash sets (G/B/B) ☆

Date	Time	Issues	Instructions	Quantity	Available
Wed Jan 21 2026	3:00 pm - 4:00 pm		<input type="text"/>	1	15/15

▲ Facilities - Custodial Support ☆

Date	Time	Issues	Instructions	Quantity	Available
Wed Jan 21 2026	3:00 pm - 4:00 pm		<input type="text"/>	1	Unlimited

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 displays the 'Resources Search' interface. On the left is a sidebar with navigation links: '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 panel is titled 'Resources Search' and includes an 'Auto-Load Starred' toggle set to 'No'. Below this is a 'Search Filters' dropdown. A search input field contains 'Saved Searches (optional)', and a 'Search Resources' button is to its right. A hint icon indicates 'Hint! Type :: to use SeriesQL'. A dropdown menu is open, showing categories: 'Pre-Defined Groups', 'Your Starred Resources', and 'Public Searches'. Under 'Public Searches', 'Event Services Resources' is highlighted with an orange circle. Below the dropdown, two resource cards are visible. The first card, 'Benson Memorial Center Resources', has a table with columns 'Instructions', 'Quantity', and 'Available'. The second card, 'Facilities - Custodial Support', has a table with columns 'Date', 'Time', 'Issues', 'Instructions', 'Quantity', and 'Available'. Both cards have 'Remove' and 'View Occurrences' buttons.

Instructions	Quantity	Available
	1	15/15

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

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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.

Additional Organizations

Expected Head Count

Date and Time

Locations

Additional Event Information

Resources




Attached Files

Event Contact Roles

Further Event Information

Post-Save

Auto-Load Starred: ☐ No ☒ Yes

Event Services Resources   Event Services Resources 

Reset

Search

Add	Name	Quantity Available	Conflict Details
<input type="text"/>	Adjustable		
<input type="text" value="1"/>	<div>Request</div> Event Svcs. - BBQ 55 gal. Not Adjustable	2 / 2	None
<input type="text" value="1"/>	<div>Request</div> Event Svcs. - Card Table, 36"x36"	35 / 35	None
<input type="text" value="1"/>	<div>Request</div> Event Svcs. - Chairs (Purple) - Folding	349 / 349	None
<input type="text" value="1"/>	<div>Request</div> Event Svcs. - Chairs (White) - Folding	534 / 534	None
<input type="text" value="1"/>	<div>Request</div> Event Svcs. - Podium w/ University Seal	3 / 3	None
<input type="text" value="1"/>	<div>Request</div> Event Svcs. - Presidential Podium	1 / 1	None

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Cancel

Prev

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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.

Quantity	Request	Resource Name	Quantity	Availability
1	Request	Event Svcs. - Podium w/ University Seal	3 / 3	None
1	Request	Event Svcs. - Presidential Podium	1 / 1	None

[Return to Top](#)

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

[Remove](#) [View Occurrences](#)

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

[Remove](#) [View Occurrences](#)

Date	Time	Issues	Instructions	Quantity	Available

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

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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.

[Go To Event Details](#)

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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 Ignace Conference Room

After Saving This Event...

Go To Event Details

Create Another Related Event

Cancel

Prev

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 displays the 25Live Event Form interface. On the left is a sidebar menu with the following items: 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 titled 'Event Contact Roles' and includes a 'Note' section explaining the roles of the Requestor and Scheduler. Below this are three input fields: 'Additional Contact' (a search dropdown), 'Day Of Contact' (a search dropdown), and 'Requestor' (a dropdown menu showing 'Bronco, Bucky' with a star icon). Each of the first two fields has a 'Remove' link below it. The 'Further Event Information' section is marked as 'Required' and contains an 'Instructions' box with a text area for a detailed description of the event. The text area contains the text: 'This meeting will be in the Loyola Hall -St Ignatius Conference Room'. Below the text area is a section titled 'After Saving This Event...' with five radio button options: 'Go To Event Details' (selected), 'Create Another Related Event', 'Create A Related Copy of This Event', 'Continue Editing Event', and 'Create Another Event'. At the bottom right of the form are three buttons: 'Cancel', 'Preview', and '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: Search contacts (dropdown) Remove

Day Of Contact: Search contacts (dropdown) Remove

Requestor: Bronco, Bucky (dropdown)

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](#).

Information

es
mation

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

Additional Contact

Search contacts

Remove

Day Of Contact

Search contacts

Remove

Requestor

Bronco, Bucky

☆

▼

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

Previous

Save