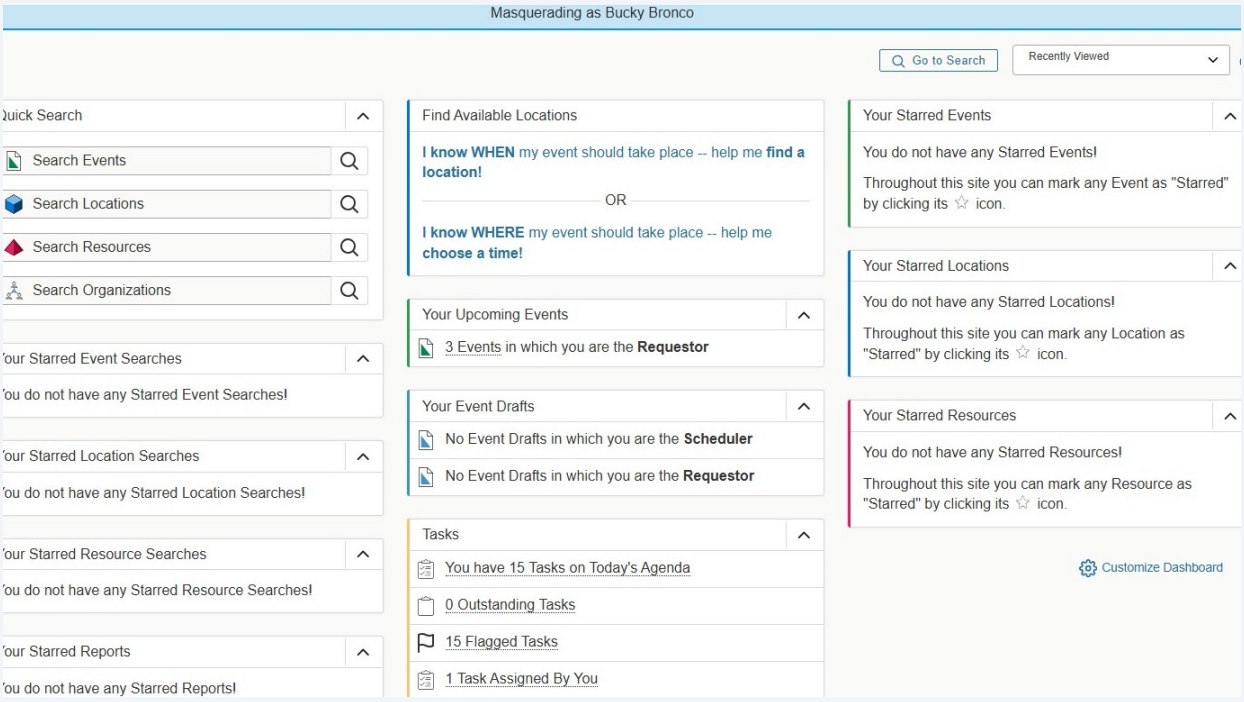
How to Request Operations/Facilities Resources ONLY Using the 25Live Event

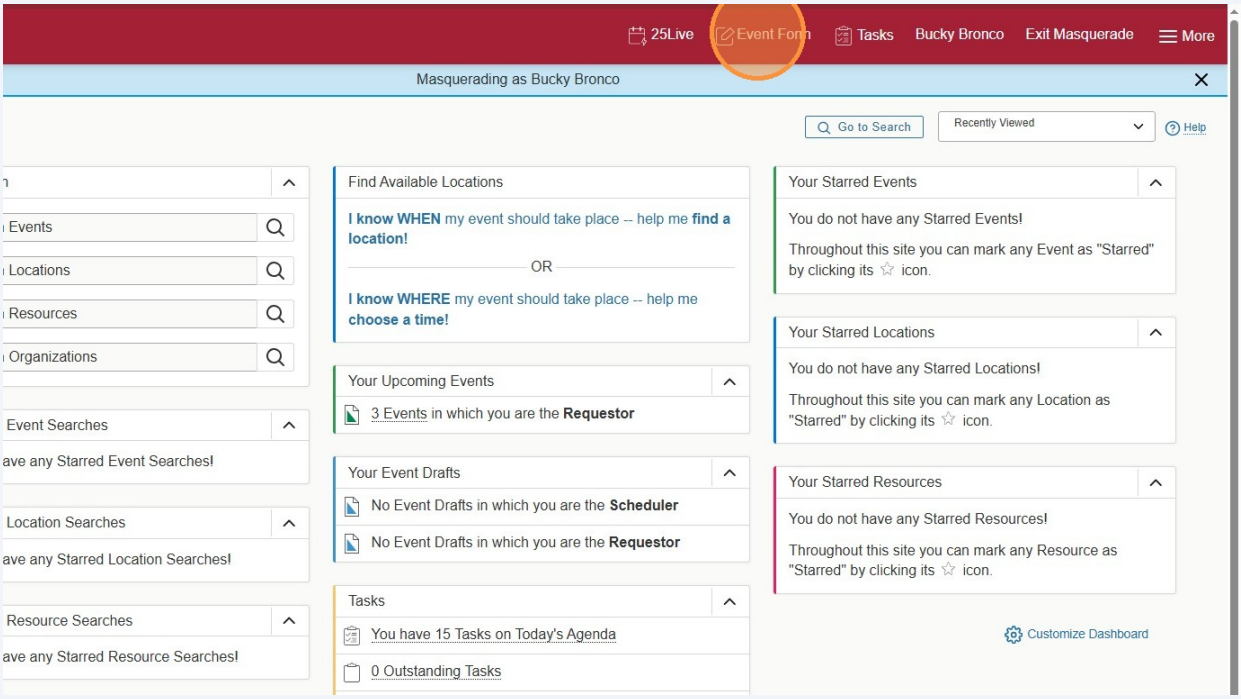
If you need to request event resources (such as tables, chairs, a podium, and/or electrical and custodial support) for a campus space reserved outside of the 25Live system, you will use the 25Live Event Form to do so.

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.

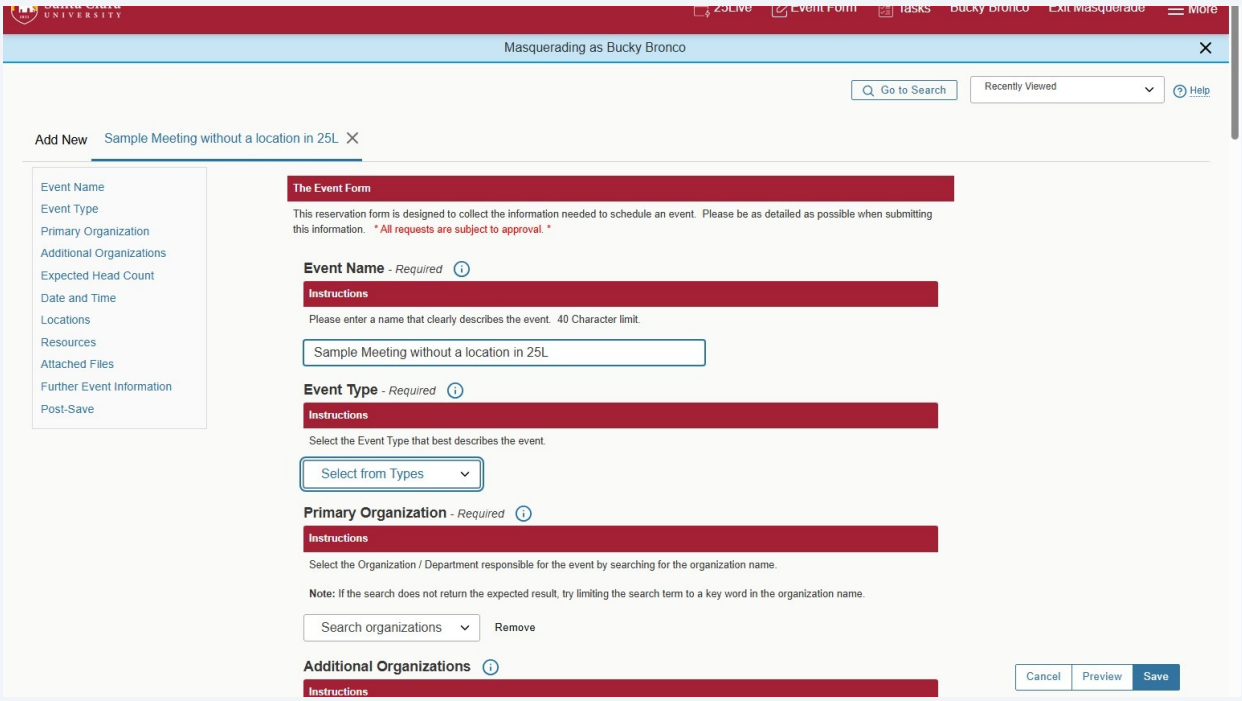
1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



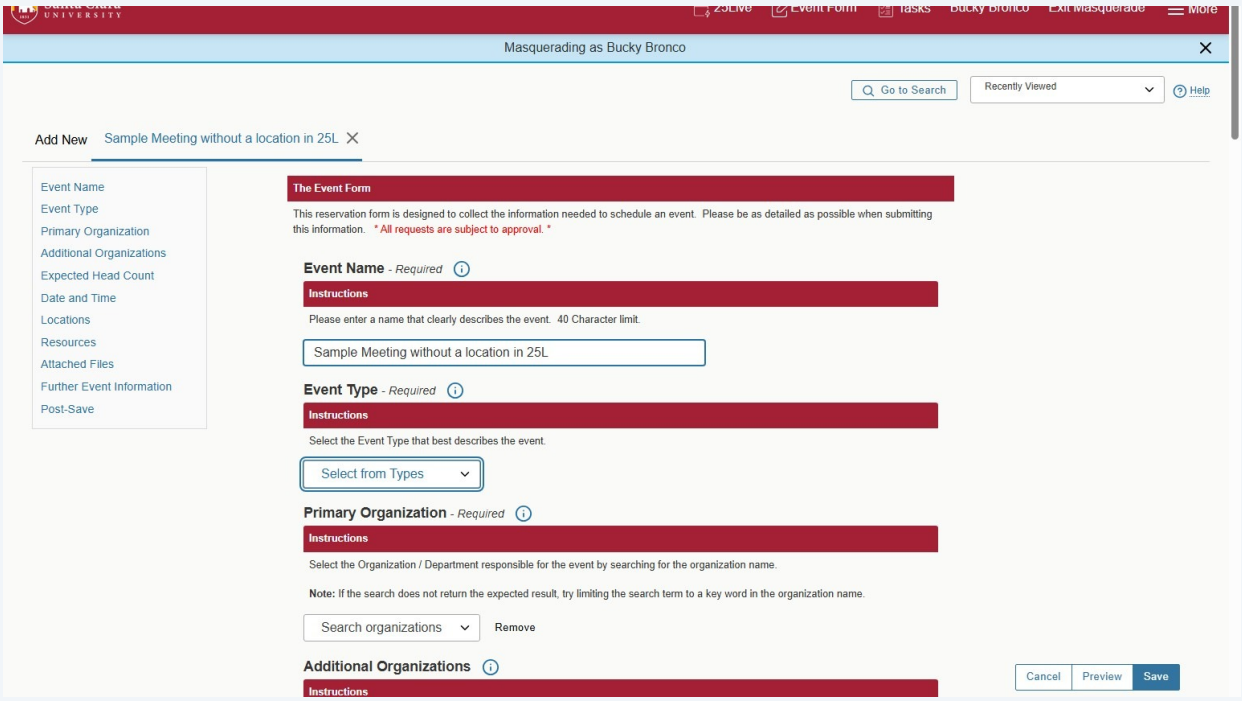
2 Open a new Event Form by clicking on the "Event Form" icon in the upper navigation bar.



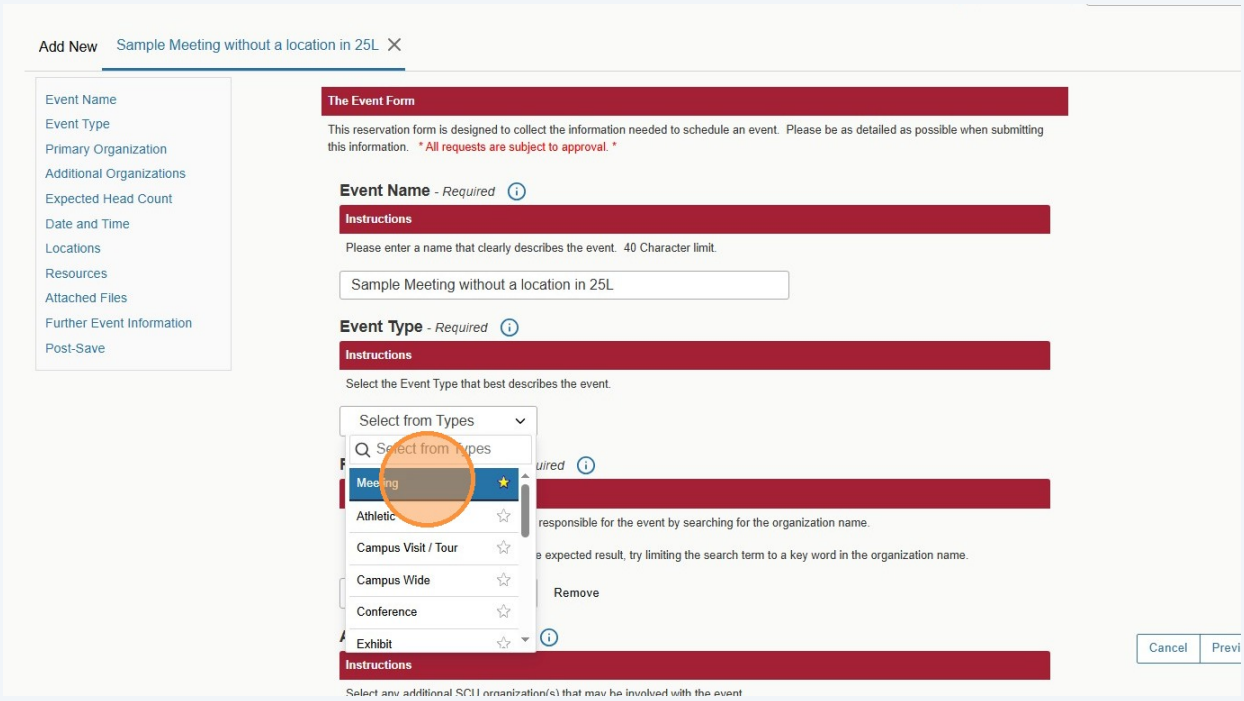
3 Fill out **all** the Required Fields with your event's details



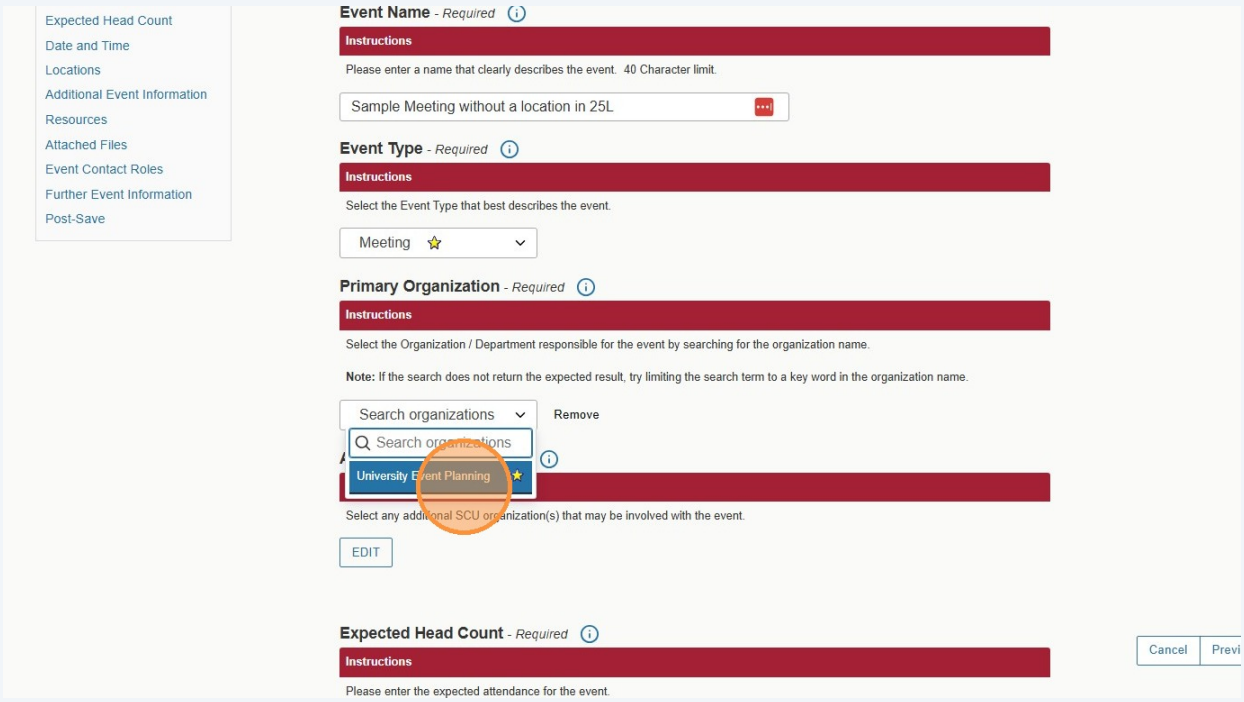
4 Add your event's name.



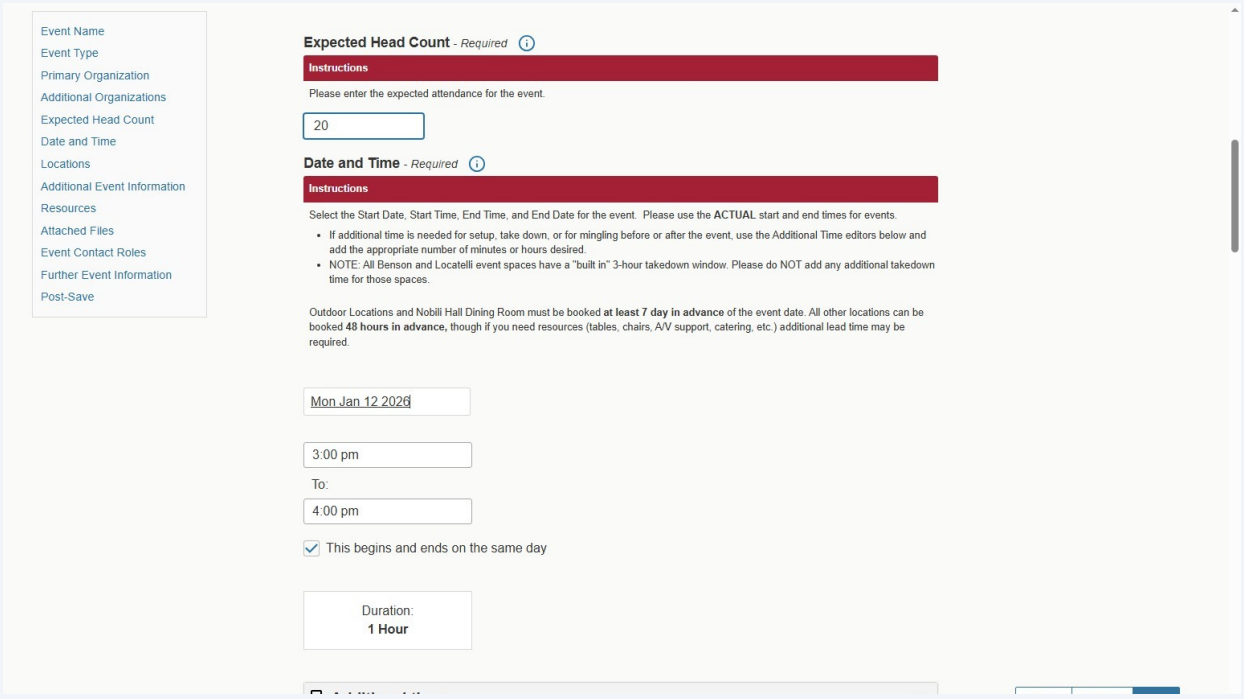
5 Select the appropriate Event Type.



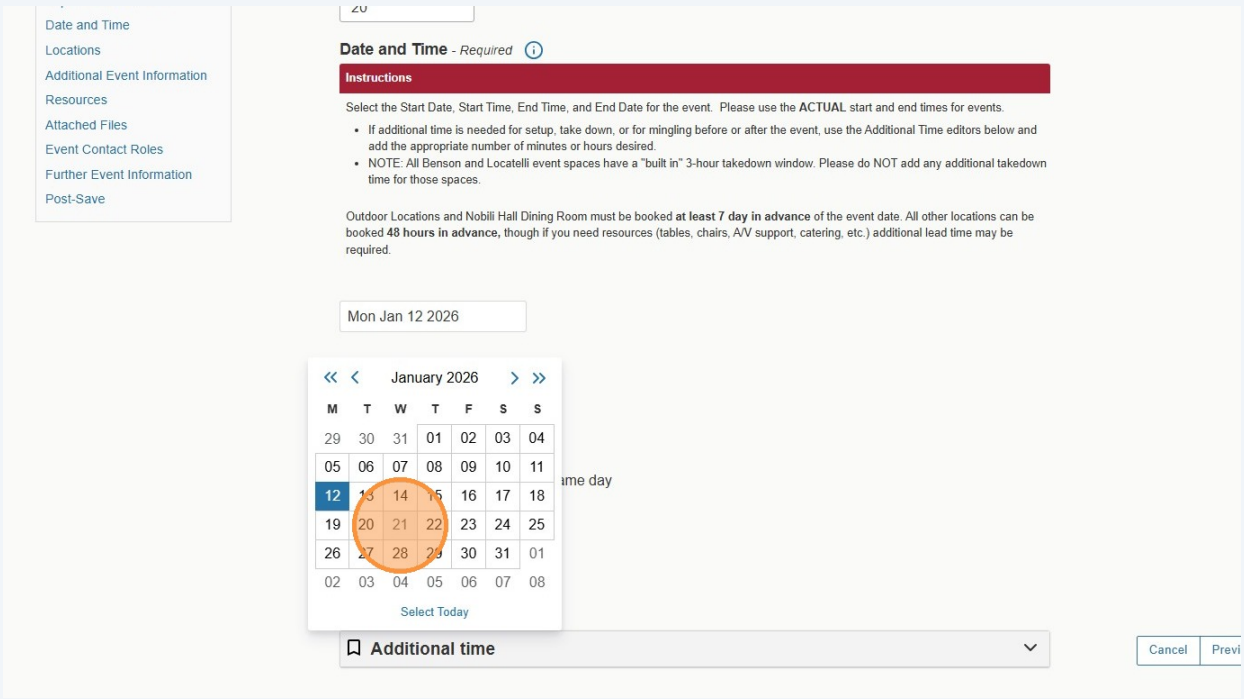
6 Add your organization's name.



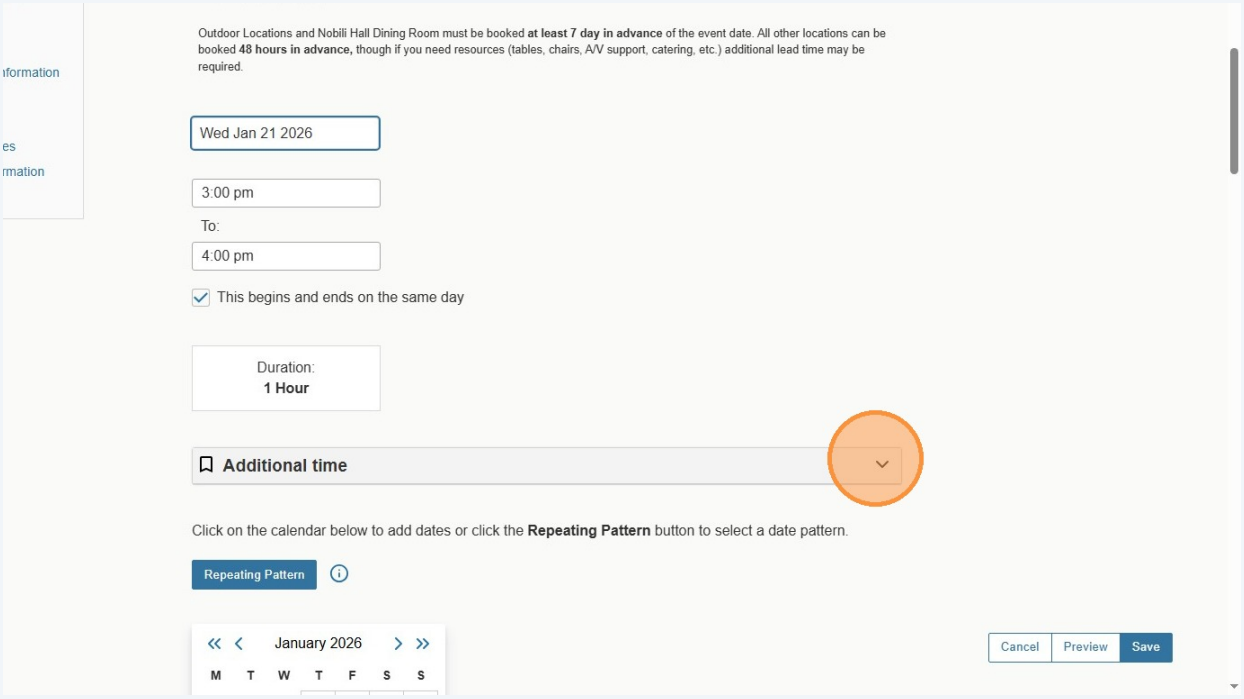
7 Add expected head count.



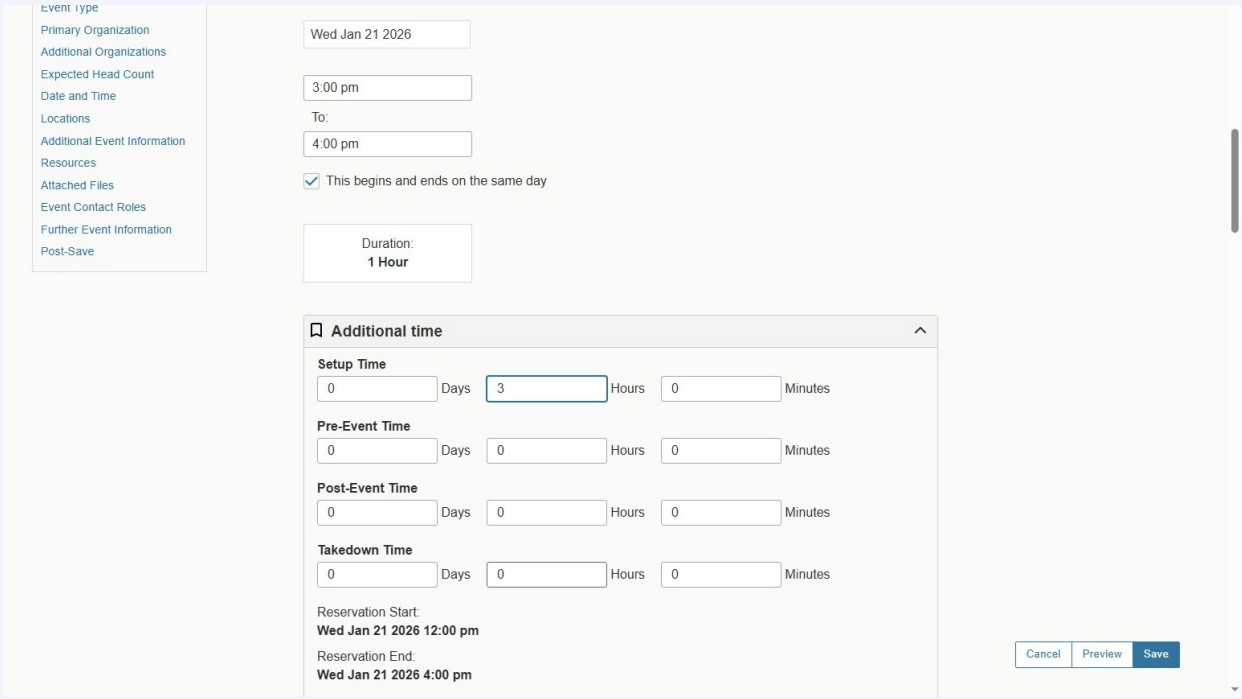
8 Select date of event.



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

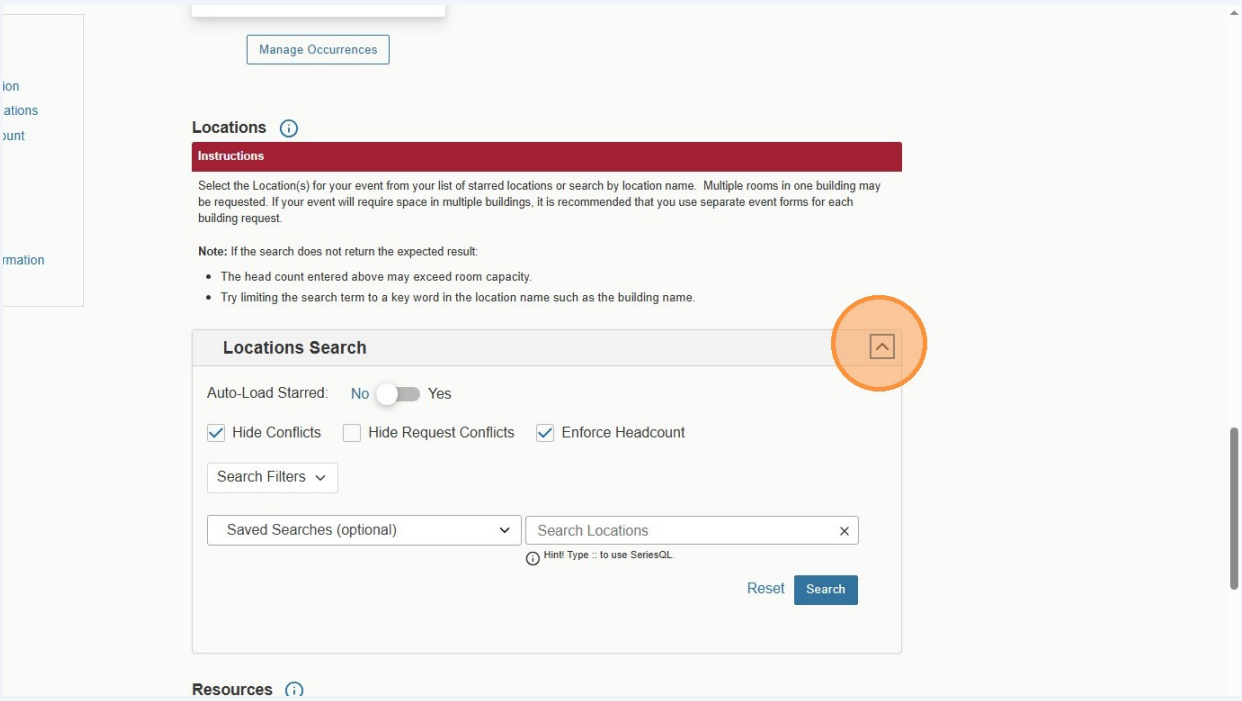


10 Additional time: Fill in the specific Setup and Pre-Event time so the Operations team has as much information as possible. They will schedule their equipment delivery times based upon your time entries.

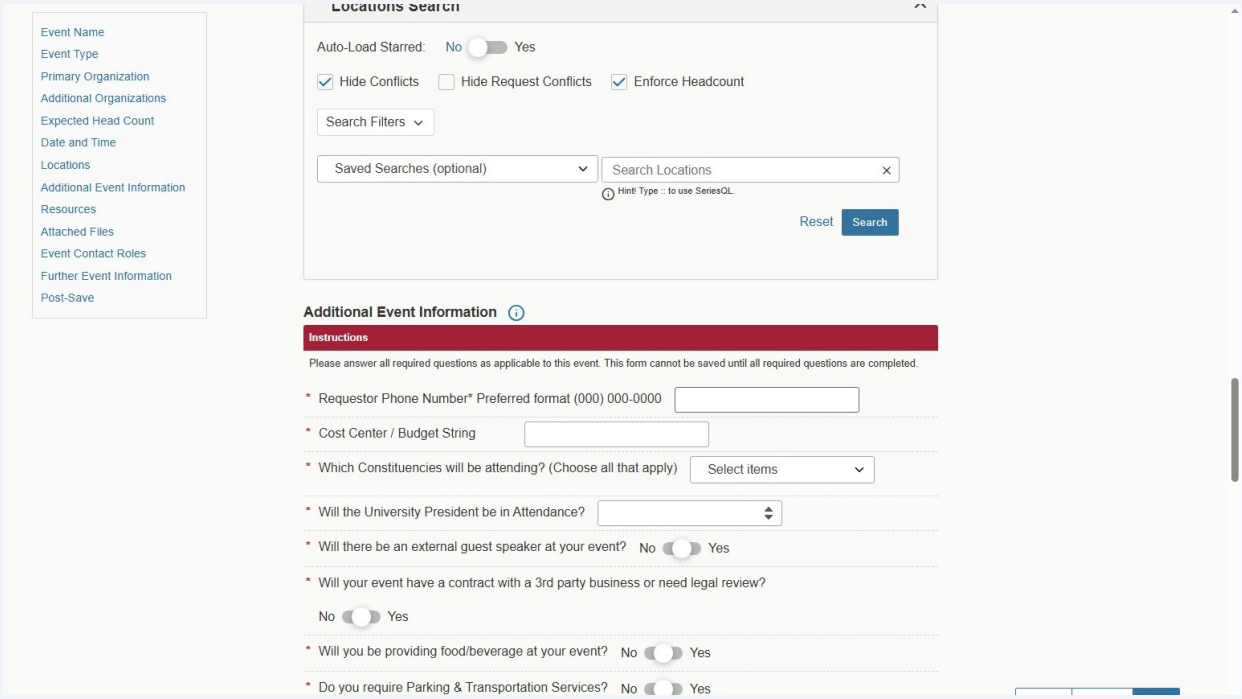


11 IMPORTANT: Do not enter a location request. These instructions are for making a resource ONLY request.

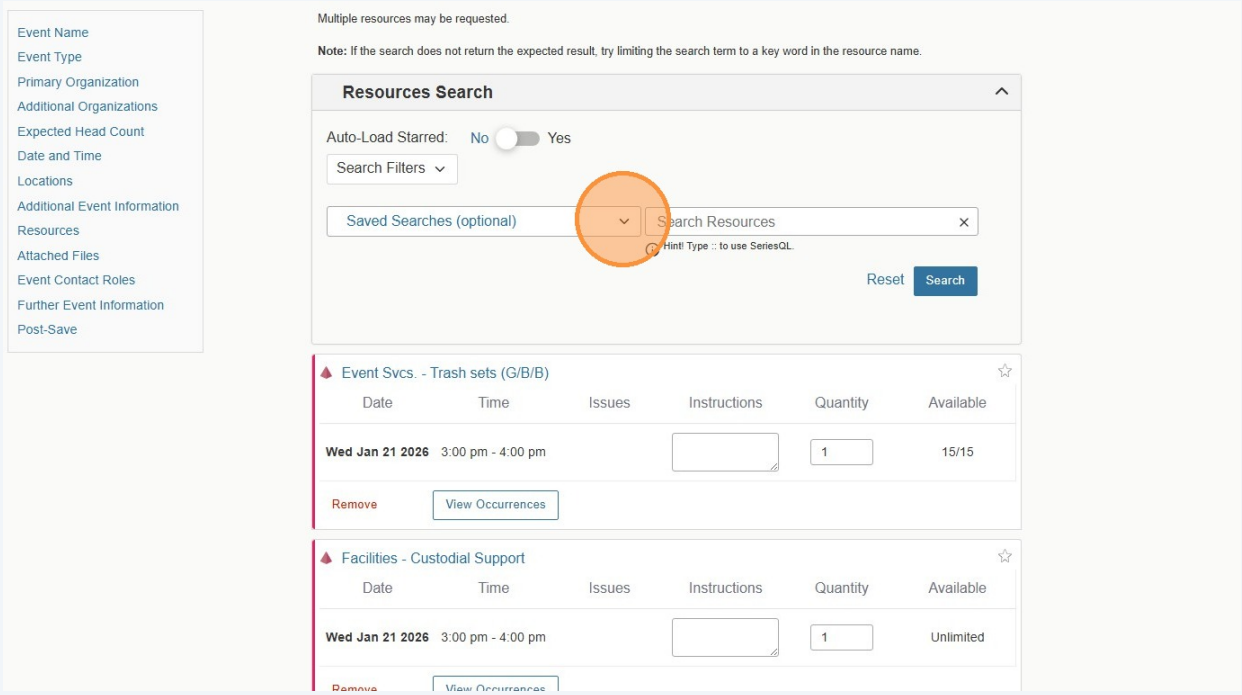
If you need to book a location for this event, please follow the ["Requesting an Event in 25Live"] quick-guide from the 25Live webpage.



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".

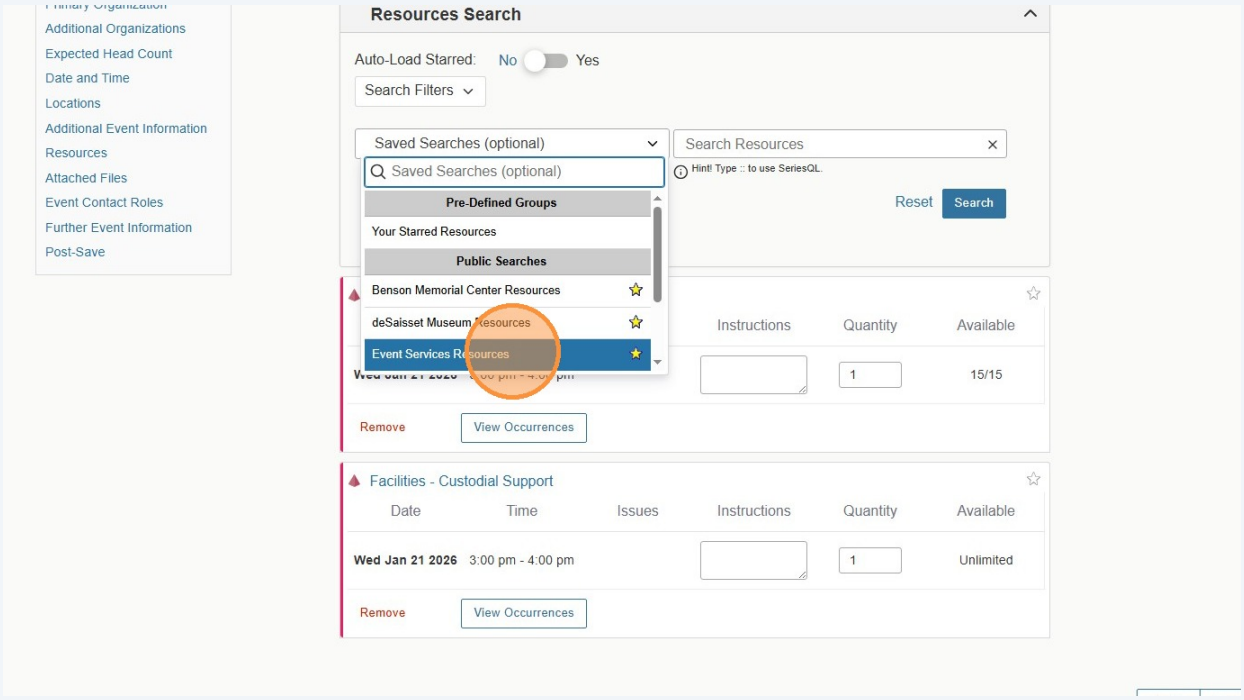


13 In the "Resources Search" window, open the "Saved Searches" drop-down menu.



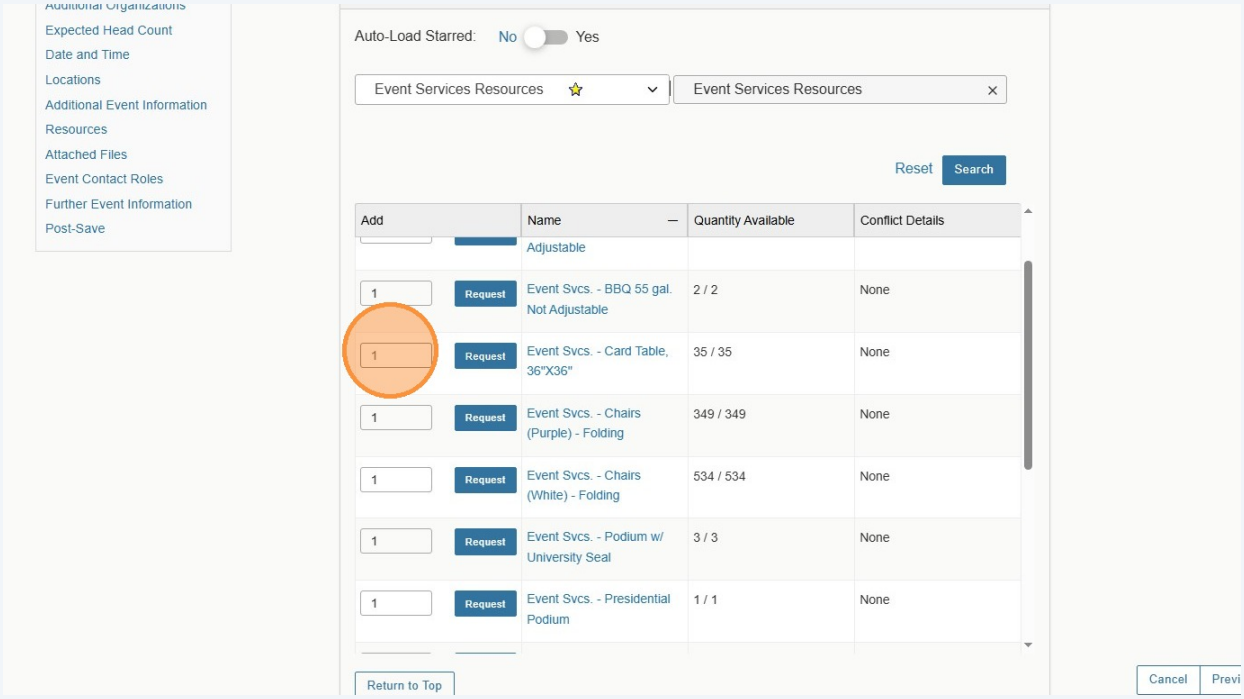
14 Select a resource provider from the drop-down menu:

- 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



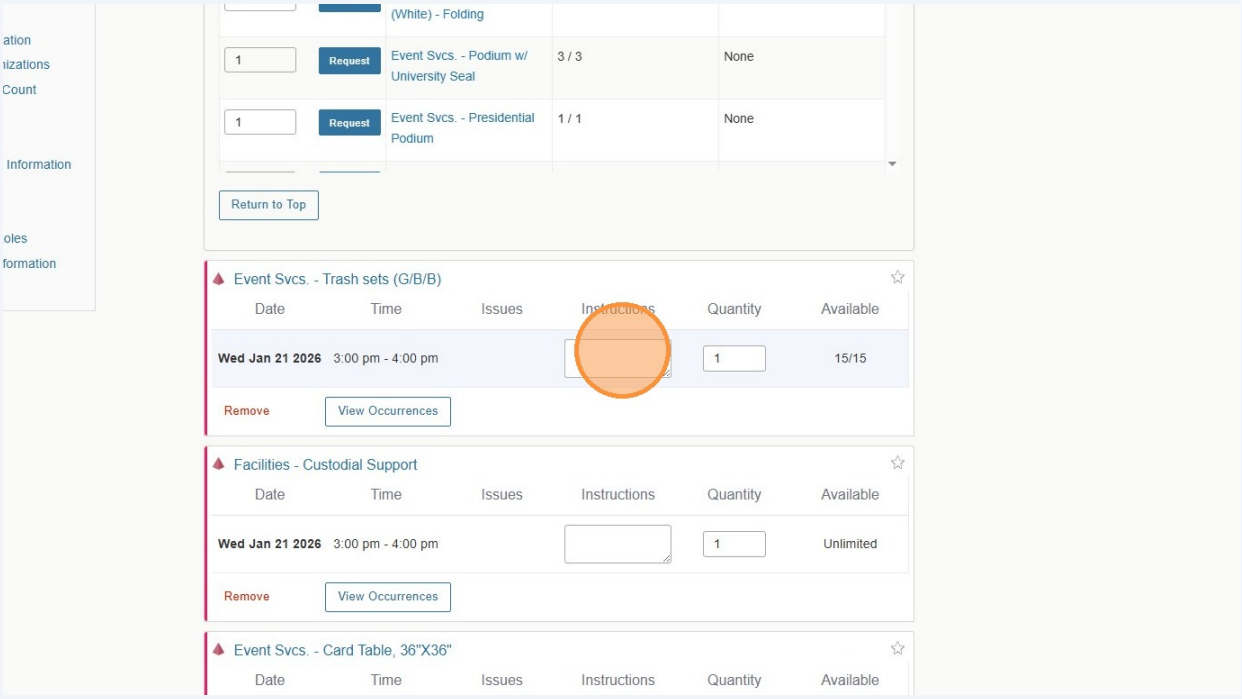
15 Search for your desired resource(s). Add the quantity for each desired resource and click "Request."

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

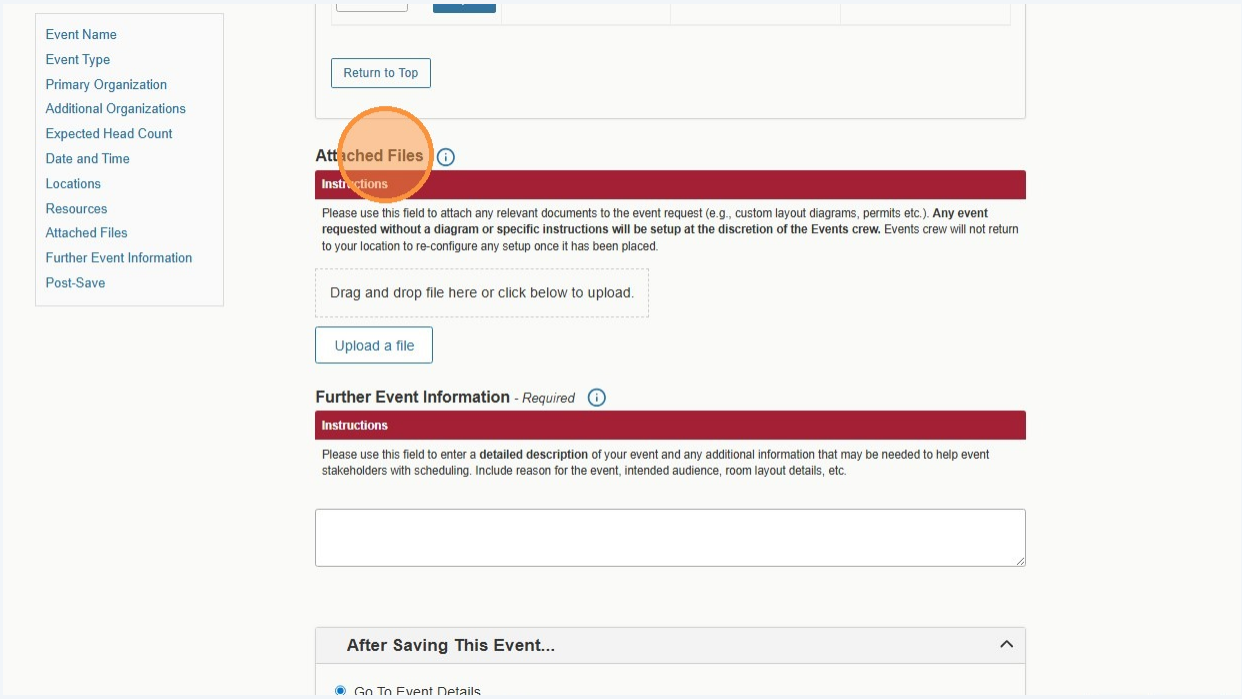


16 Thoroughly review all of the listed resources that you are requesting to be sure you have everything you need for your event.

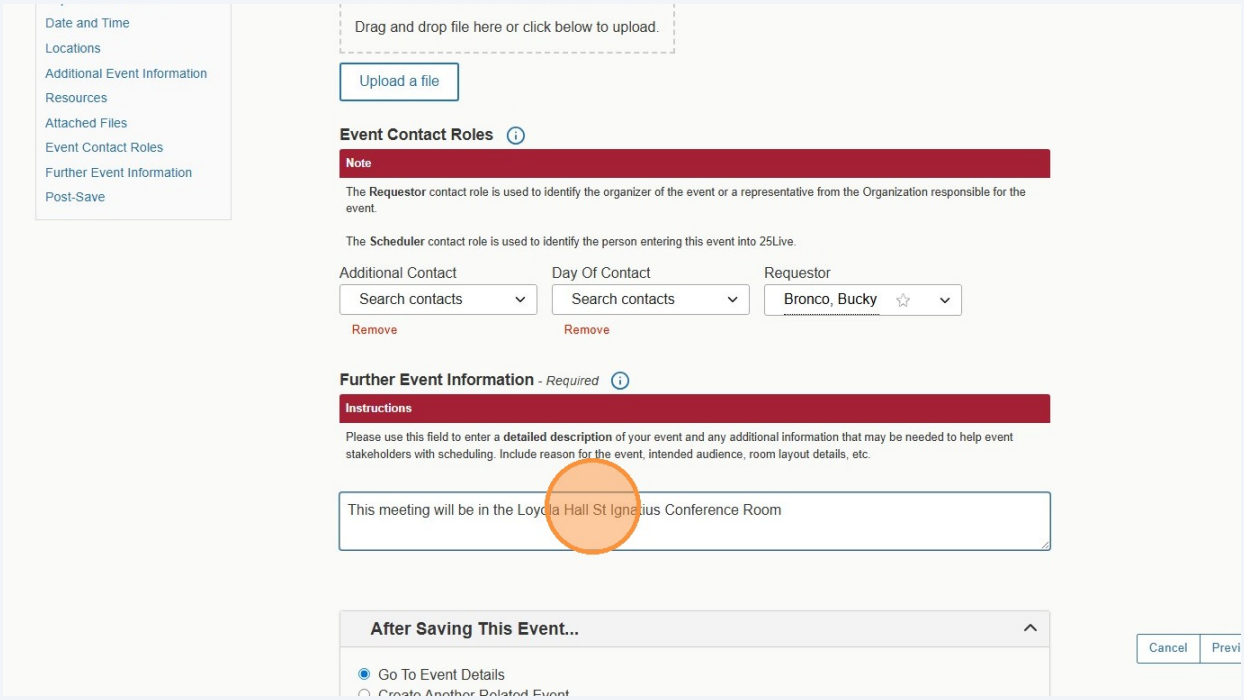
For each resource that you have requested, use the "Instruction" field to provide Operations with specific instructions for that individual resource.



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

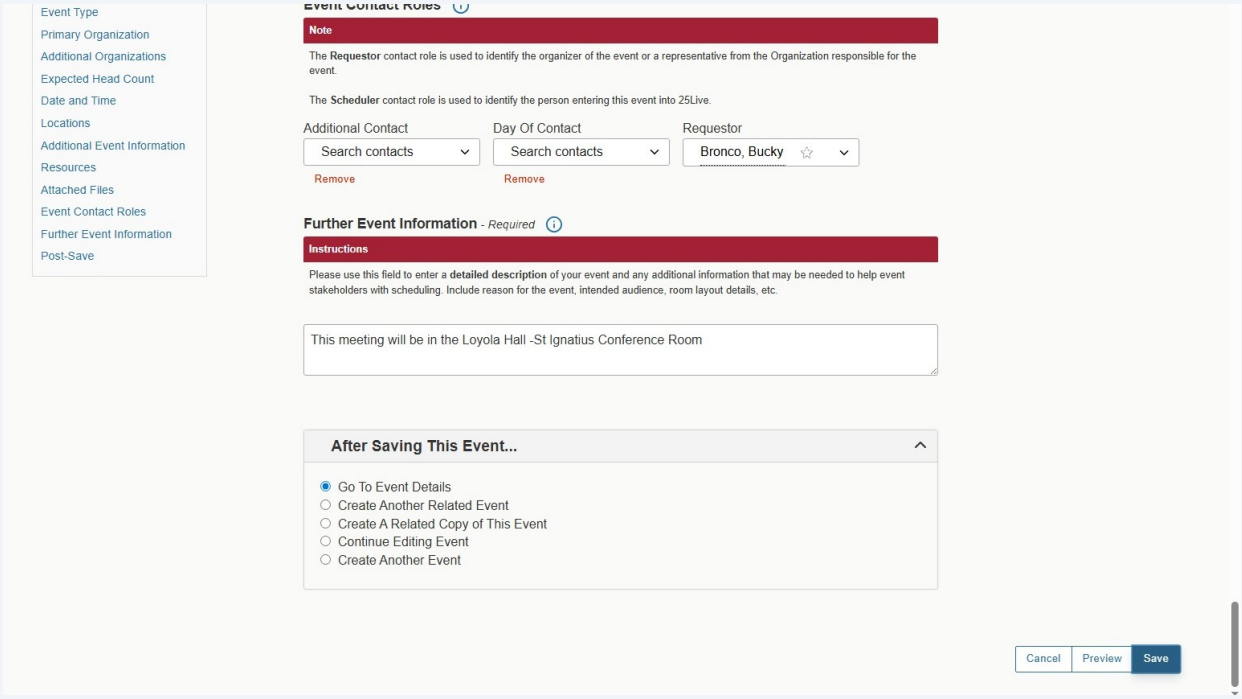


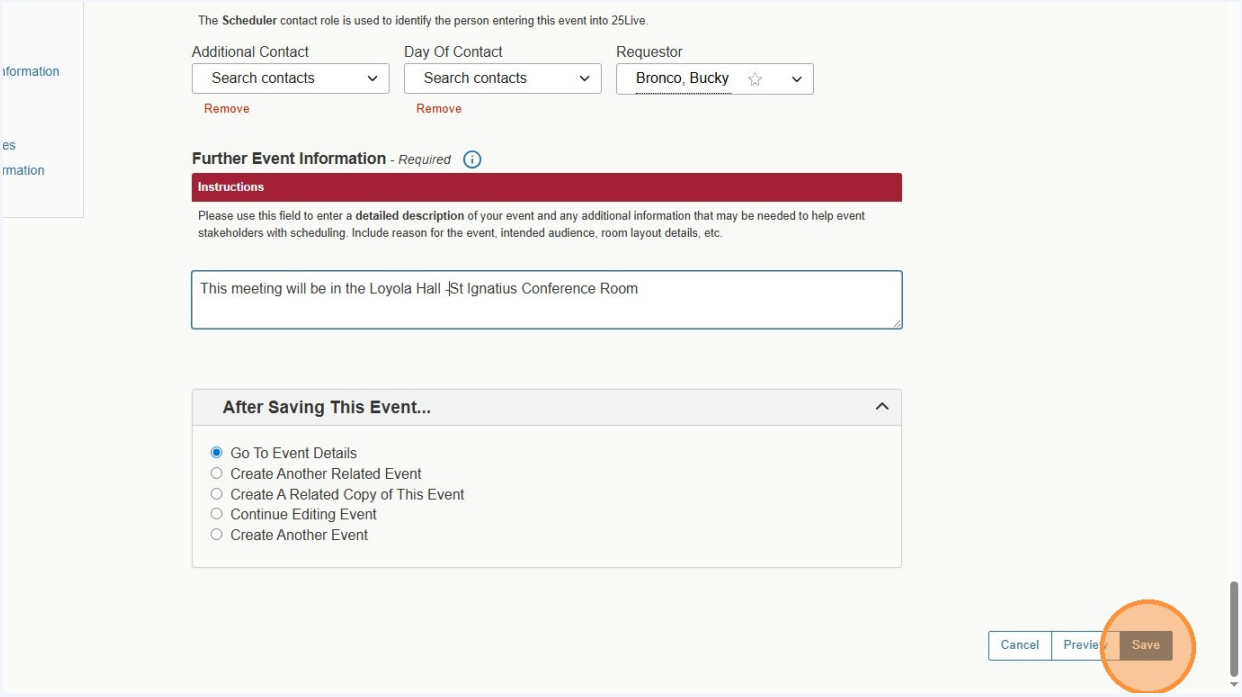
18 **IMPORTANT** - Since you are not requesting a campus location with this event form, you will need to use the "Further Event Information" box to provide the location information for your event. Be sure to include the building name, room name/number, and any other pertinent information that will allow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



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).



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.]