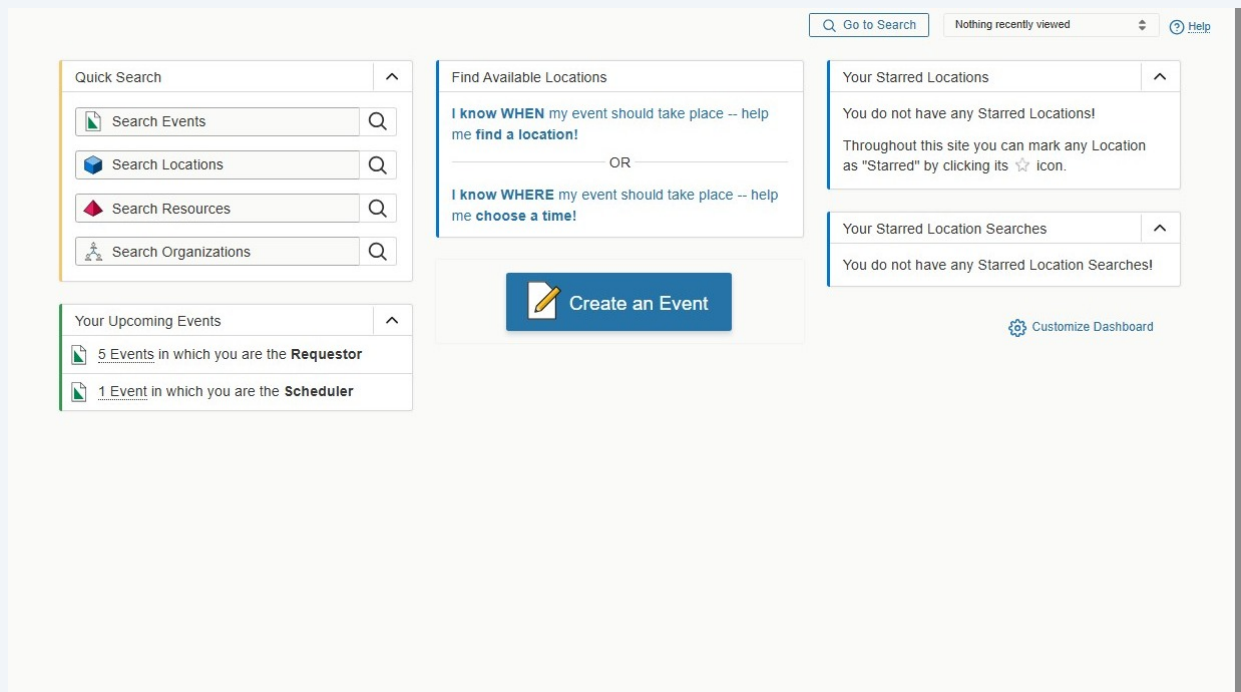


Starting Your Event Request With a Location Search

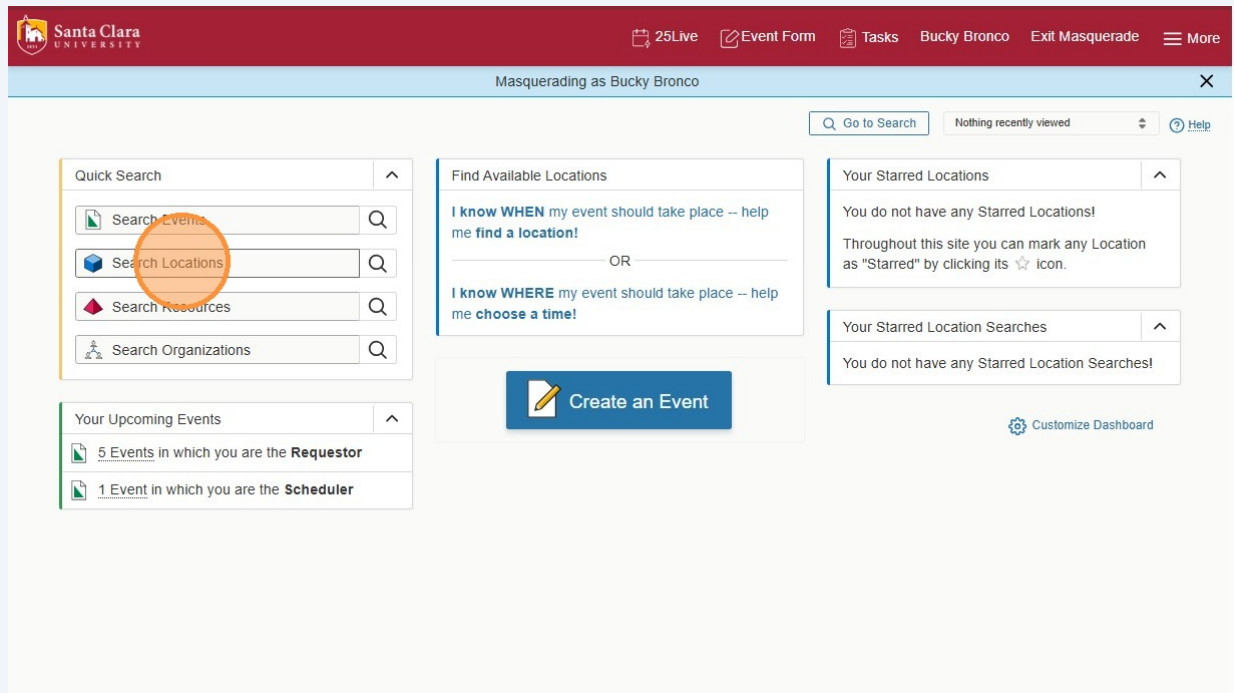
If you know which campus space you want to use for your event, you can pre-populate the Date, Time, and Location fields of the 25Live Event Form if you start with a Location Search.

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



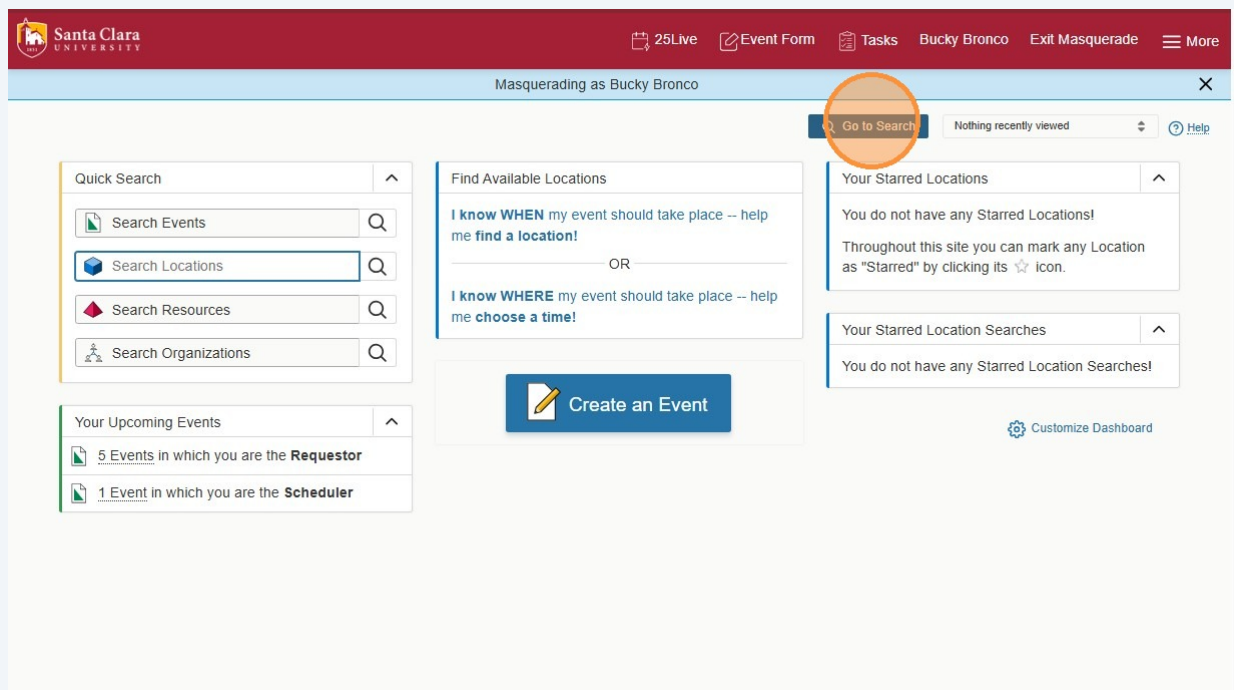
2 There are multiple ways to start a location search:

- Enter the name of the location in the Location "Quick Search" box.

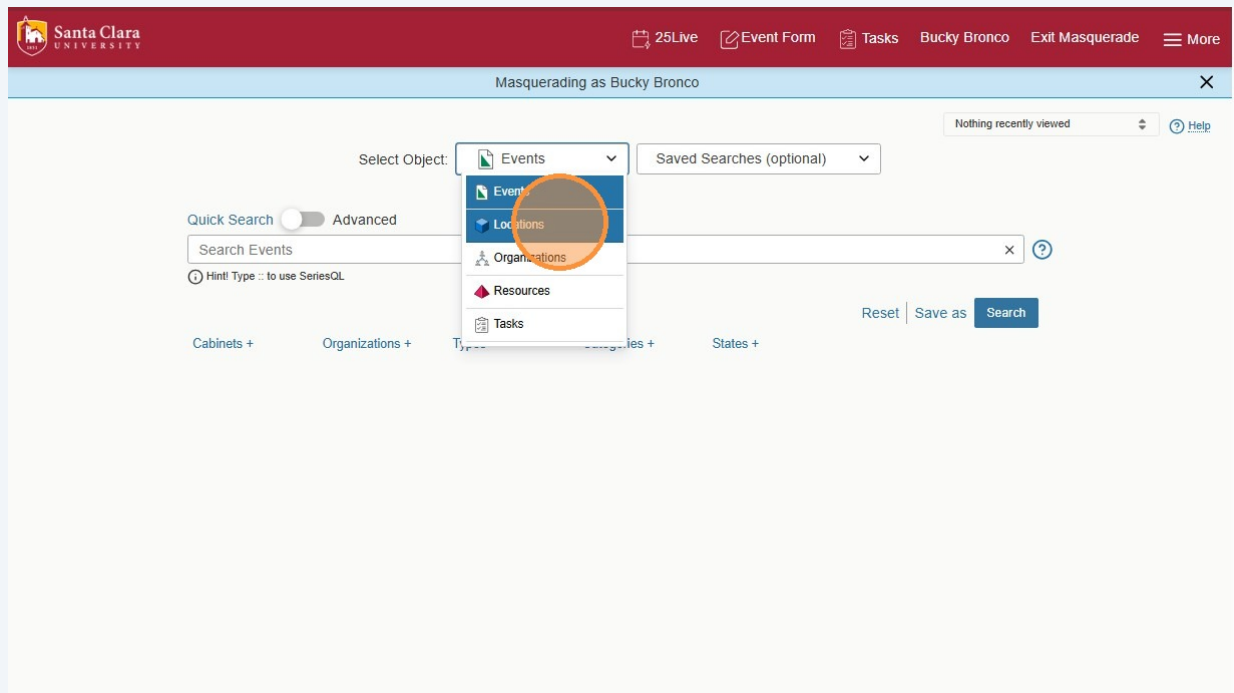


3 Or:

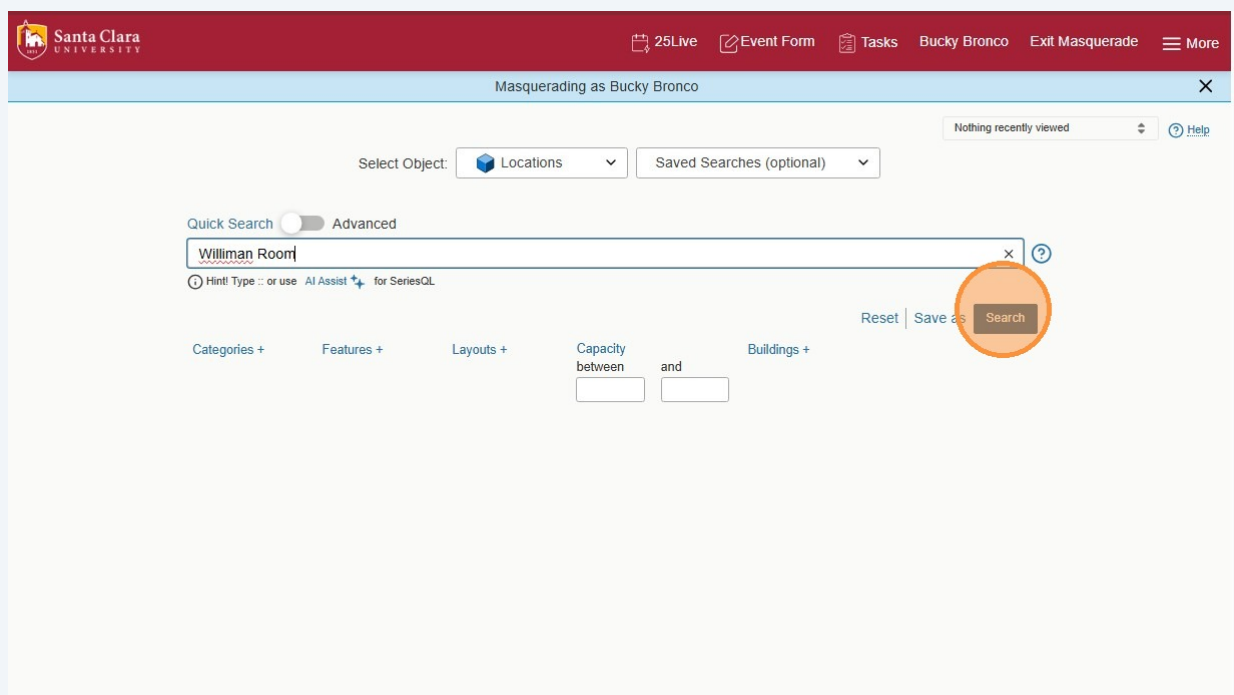
- Click on the "Go to Search" button



4 Set your Select Object to "Locations" using the drop-down menu.



5 Enter the name of your preferred location into the search text box and click the "Search" button.



6 Select the Name of your preferred location in the results list.

Quick Search ☐ Advanced

× ?

Hint! Type ⌘ or use AI Assist + for SeriesQL

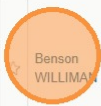
Search has not been saved

[Reset](#) | [Save as](#) | [Search](#)

Categories + Features + Layouts + Capacity between and Buildings +

[List](#) [Calendar](#) [Availability](#) [Availability Weekly](#) [Select Columns](#) [↻](#) ?

1 Matching Location

Name ^	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
	Benson Memorial Center Williman Room	Campus - Main, Type - Event Space	Air Conditioning, AV - Camera - Front, AV - Camera - Rear, AV - Control Panel - Touchscreen, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Microphone - Wireless - Handheld, AV - Microphone - Wireless - Lavalier, AV - Microphone - Wireless Capable, AV - Projector, AV - Speakers / Sound System, AV - VHS / DVD Combo Player, AV - Zoom / Web Conferencing Enabled, Computers - Mac, Computers - PC, Floor - Level, Seating - Chairs, Seating - Moveable, Tables - Moveable, Windows - Exterior	Empty, Hollow Square / Seminar, Theater	120	120	Benson Memorial Center (Benson)

[<](#) [1](#) [>](#) Page Size:

7 Select the desired date of your event.

REMINDER: Classrooms must be booked AT LEAST 48 hours in advance and "Outdoor Reservable Spaces" must be booked AT LEAST 7 days in advance. There are other spaces on campus that may have additional booking policies.

The screenshot shows the Santa Clara University event booking interface. At the top, there's a navigation bar with links like 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and More. Below this is a header for 'Masquerading as Bucky Bronco'. The main content area shows the user 'Benson WILLIMAN' and the room 'Benson Memorial Center Williman Room'. There are tabs for 'Details', 'List', 'Availability (Daily)', 'Availability (Weekly)', and 'Calendar'. The 'Availability (Daily)' tab is selected. Below the tabs, there's a calendar grid for January 2026. The date 'Wed Jan 14 2026' is highlighted with an orange circle. The calendar shows various events booked for different dates, such as 'Alpha Kappa Psi Day 3', '2026 Bellarmine', 'ASG Senate Meetings (January 2026)', 'Barkada PCN36 3 Dance Practice', 'Divisional Leader...', 'Drahman...', 'MPR Procedures Meeting', 'Interviewing for I...', 'Pre-WACF Work...', 'CAH Arts & Humanities ...', 'ECP Math Festival', and 'Inclusive Excellence Community Eng...'. There are also buttons for 'Include Requested', 'Manage Waitlist', 'Select Days', 'Separated', and 'Legend'.

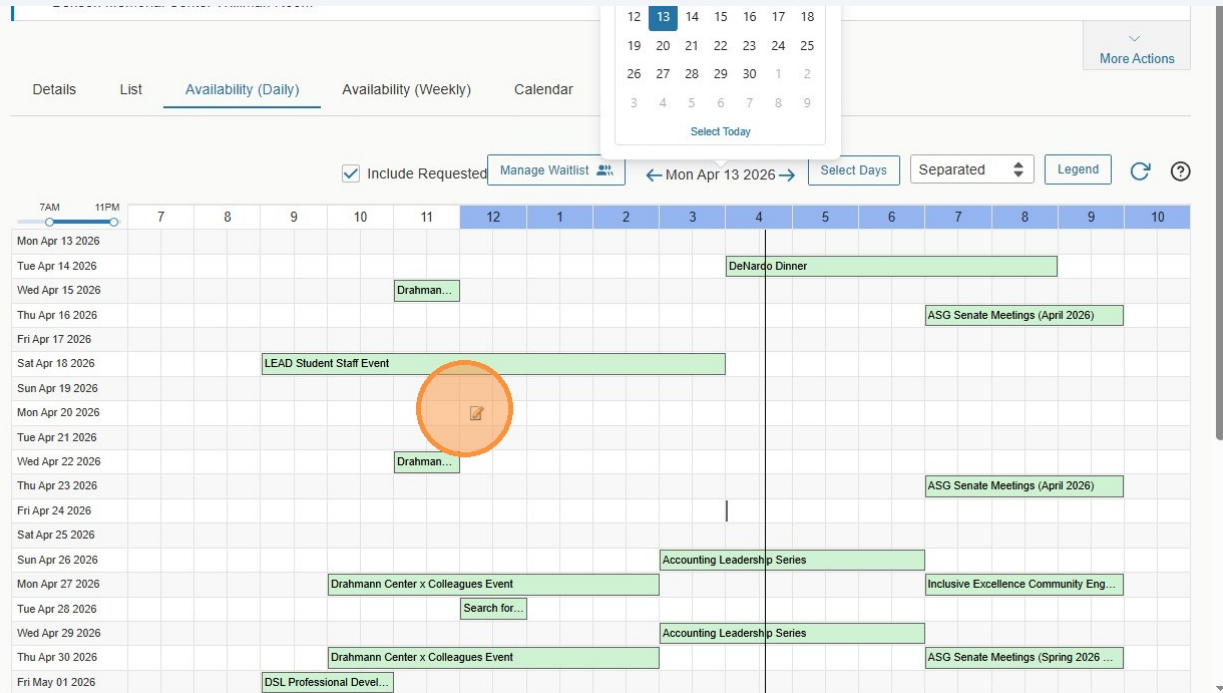
8 For a full calendar, click on the date field link.

The screenshot shows the Santa Clara University event booking interface. At the top, there's a navigation bar with links like 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and More. Below this is a header for 'Masquerading as B'. The main content area shows the user 'Benson WILLIMAN' and the room 'Benson Memorial Center Williman Room'. There are tabs for 'Details', 'List', 'Availability (Daily)', 'Availability (Weekly)', and 'Calendar'. The 'Availability (Daily)' tab is selected. Below the tabs, there's a calendar grid for January 2026. The date 'Wed Jan 14 2026' is highlighted with an orange circle. A date picker is open, showing the full calendar for January 2026. The date picker has a dropdown for the month (Jan) and the year (2026). The date '14' is selected. The calendar shows various events booked for different dates, such as 'Alpha Kappa Psi Day 3', '2026 Bellarmine', 'ASG Senate Meetings (January 2026)', 'Barkada PCN36 3 Dance Practice', 'Divisional Leader...', 'Drahman...', 'MPR Procedures Meeting', 'Interviewing for I...', 'Pre-WACF Work...', 'CAH Arts & Humanities ...', 'ECP Math Festival', and 'Inclusive Excellence Community Eng...'. There are also buttons for 'Include Requested', 'Manage Waitlist', 'Select Days', 'Separated', and 'Legend'.

9

If there are no other events booked on the date and time that you desire, and if your cursor turns into a pencil on the availability grid, you can drag your pencil icon to select your desired event time on your preferred date.

If your cursor does NOT turn into a pencil, it means that this space is non-reservable in 25Live.



10 When you release the pencil icon, a 25Live Event Form will open.

Santa Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco Exit Masquerade More

Masquerading as Bucky Bronco

Go to Search Recently Viewed Help

Add New Untitled

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

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

Instructions

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

Event Type - Required

Instructions

Select the Event Type that best describes the event.

Select from Types

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.

11 If you scroll down, you will see that the Date and Time information you indicated on the availability grid has pre-populated into the form.

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

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 Apr 20 2026

12:00 pm

To:

1:30 pm

☒ This begins and ends on the same day

Duration:
1 Hour, 30 Minutes

Cancel Preview Save

12 Your desired Location has also pre-populated in the form.

Tip! Be sure to confirm that the capacity in your selected Location is in line with the event that you intend to host.

The screenshot shows a sidebar on the left with a list of menu items: 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 'Locations' item is highlighted with an orange circle. The main content area displays a search filter dropdown, a 'Saved Searches (optional)' dropdown, and a 'Search Locations' input field with a 'Reset' button and a 'Search' button. Below this, a table lists event details for 'Benson WILLIMAN' at the 'Benson Memorial Center Williman Room' with a capacity of 120. The table has columns for Date, Time, Issues, Layout, Instructions, and Attendance. The first row shows 'Mon Apr 20 2026' at '12:00 pm - 1:30 pm' with a layout of 'Empty (120)' and a 'Preview' button. Below the table are 'Remove' and 'View Occurrences' buttons. At the bottom, there is a 'Resources' section with an 'Instructions' box and a 'Cancel', 'Preview', and 'Save' button.

13 Go to the top of the Event Form and enter all required event information.

The screenshot shows the top of the event form. The header includes the Santa Clara University logo and navigation links: 25Live, Event Form, Tasks, Bucky Bronco, and Exit Masquerade. Below the header is a 'Masquerading as Bucky Bronco' status bar. The main content area has a 'Go to Search' button and a 'Recently Viewed' dropdown. The left sidebar is the same as in the previous screenshot, with 'Locations' highlighted. The main content area is titled 'The Event Form' and contains a message: '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. *'. Below this are three required fields: 'Event Name - Required', 'Event Type - Required', and 'Primary Organization - Required'. Each field has an 'Instructions' box and a 'Cancel', 'Preview', and 'Save' button. The 'Event Name' field has a character limit of 40. The 'Event Type' field has a dropdown menu. The 'Primary Organization' field has a search input.

14

When you have completed the Event Form, click "Save" to submit your event request.

Event Name

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Start and End Time

Locations

Resources

Attached Files

Other Event Information

Save

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

☐ Create Another Related Event

☐ Create A Related Copy of This Event

☐ Continue Editing Event

☐ Create Another Event

Cancel

Preview

Save