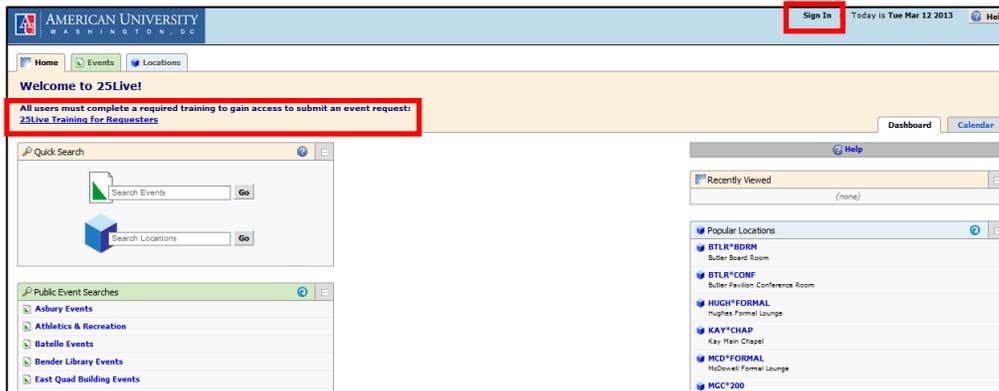


ACCESSING 25LIVE REQUEST FORM

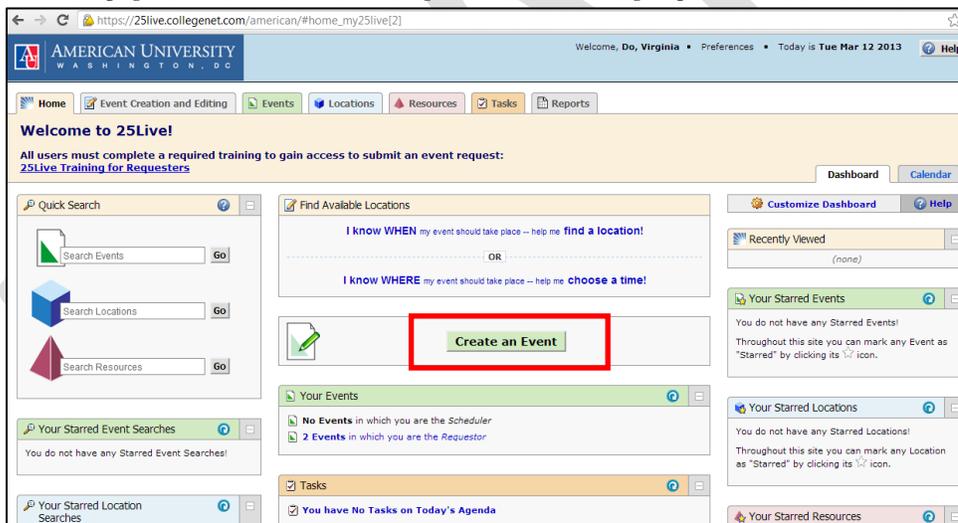
All recognized student organizations must complete the required 25live training, located at: american.edu/spacerequest (this will actually redirect you to the site: 25live.collegenet.com/american; we recommend you bookmark this link).



After completing the training and answering the questions, UES will email you in a few days stating that you have gained access. **Make sure you follow the directions about clearing the cache before signing in with your Novell login.** Please note, Collegenet and UES update the system daily, so clearing the cache will prevent error messages.

CREATING AN EVENT

After signing in, your main page will look like the following. To start submitting requests, use the “Create an Event” button.



- 1) **Full Event Name & Additional Event Name:** Please provide the title for your event.

*** Full Event Name**

Please provide the name of this event as you want it to appear on the Master Calendar. Use a detailed title that best represents the event.

(maximum length is 120 characters)

*** Additional Event Name**

Please provide a shorter event name to help you identify the event. **This event name will not appear on the Master Calendar and is only used in 25Live.**

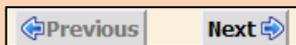
(maximum length is 40 characters)

2) **Event Type:** Please choose the type that best describes your event. Scroll down to see more options.

3) **Event Description:** Please be as specific as possible about your event description. This description will appear on the master calendar.

TIP!

As you proceed through your request, click “Next” to go to the next section. To skip back, just click on the sections in the “Edit Event Details” sidebar on the left-hand side of the form. The form requires all items marked with an asterick (*), so don’t skip ahead, or you might miss an important section.



Vs.

EVENT STATUS	
* 9 Required Fields Remaining	
✓ No Scheduling Conflicts Detected!	
EDIT EVENT DETAILS...	
* Full Event Name	
* Additional Event Name	
* Event Type	
* Event Description	
* Event Date and Time:	Tue Mar 12 2013 1:00pm - 2:00pm
* Expected Attendance	
* Preferred Event Locations	
* Alternative Spaces	
* Sponsoring Organization	
<i>Additional Organizations</i>	
<i>Resources or Services</i>	
<i>Special Instructions</i>	
<i>Additional Information</i>	
* Policy Agreement	

- 4) **Event Date & Time:** Click on the calendar to select your event date and time. It is important to expand the “Pre-Event/Setup durations” button under the starttime to add your setup time. For any event in a meeting space, please add at least 15-30 minutes into the setup section. Takedown time is not necessary unless your event requires additional time for clean-up.

If your event has multiple dates, expand the “Event Repeats” section and select “Ad-hoc.” You can only submit a request for multiple dates if they are all the same start and end time. Once you select multiple dates, each date will appear in the Occurrence List.

*** Event Date and Time** ?

Select the date and time of this event. If you need to request multiple dates and/or with various times, please provide the details below in the area for "Special Instructions."

Start:
[Pre-Event/Setup durations?](#)

End:
[Post-Event/Takedown durations?](#)

Occurrence Duration: 1 Hour

Event Repeats? ▼

Occurrence List		
Date	Comments	Status
Tue Mar 12 2013		Active ▼

Start:

Pre-Event: Days Hours Minutes

Setup: Days Hours Minutes

TIP!

Allow buffer time between your event and the already scheduled event. UES adds setup time to each event, and will not schedule back-to-back events.

- MGC 1-6 require 2 hours of setup. The majority of events in these rooms Bon Appetit catered, so time is needed for food setup & clean-up.
- Medium-sized event spaces, such as MGC 2nd floor meeting rooms, require about 30 minutes setup.
- Large-sized event spaces, such as Butler Boardroom and McDowell Formal Lounge, require about 1 hour setup.
- Medium-sized classrooms and “self-service” spaces do not require any setup. However UES recommends at least 15 minutes for a buffer between event.

- 5) **Expected Attendance:** Please provide an accurate headcount for your event.

*** Expected Attendance** ?

Please provide the estimated attendance for this event. This information will assist in determining alternative locations if the specific preference is not available.

(Select this option to enter a head count.)

- 6) **Preferred Event Locations:** To find a space, either search by the location name or use a Public Search. Click the “Hide Unavailable” box so the results only show available locations. The Green check mark means that the space is available during your selected date and time. Click on the space to select it.

*** Preferred Event Locations**

Please select the preferred location for this event. This is only a **request** and your preferred location is not guaranteed. You will have the option to select your second or third space preference later in this form. If an outdoor location is requested for this event it is important to also request an indoor location to be used as the rain site.

Find by...

- Locations
- Search
- Your Starred Searches
- Index
- Categories
- Capacities
- All of Your Searches
- Public Searches

Public Searches

- Room Capacity 50+
- School of International Service
- Self-Service
- Tabling (MGC/Quad)
- Tenley Campus
- University Center (MGC, Butler)
- Ward

Choose from...

- MGC*203
Mary Graydon Center 203
Max Capacity: 20 ✓
- MGC*205
Mary Graydon Center 205
Max Capacity: 20 ✓
- MGC*244
Mary Graydon Center 244
Max Capacity: 10 ✓

Hover over ✓ or ⚠ icons for availability details. X

Refresh Hide Unavailable

SELECTED LOCATIONS

none selected

Once you select the space, select your space layout in the dropdown menu and add any setup instructions.

SELECTED LOCATIONS

MGC*200 ✓ ☆ ✕
Mary Graydon Center 200 (Gianni Lounge)

Max Capacity: 60

Features: In-Room Screen, LCD Projector, Tables/Chairs

Layout: Lecture/Theatre Style

Setup Instructions:
theater for 36 + headtable + tabletop podium

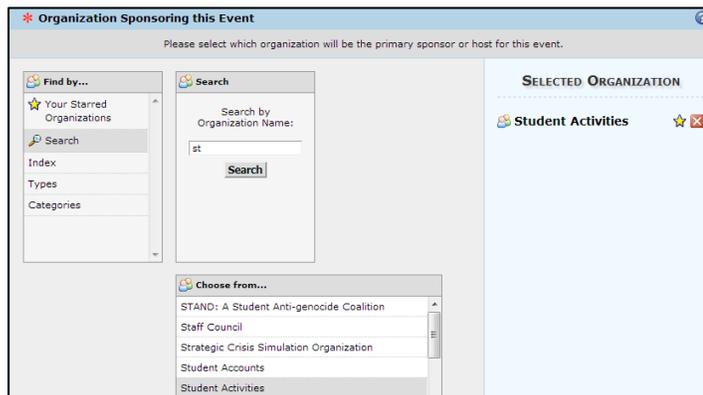
Conflicts: (none)

- 7) **Alternative spaces:** Please list other spaces in case your first choice is no longer available. If none of your preferences are available would you like to be assigned a comparable space? YES or NO

*** Alternative Spaces**

Please list alternative spaces you would like assigned in the case your original preference is not available. If none of your preferences are available would you like to be assigned a comparable space? YES or NO

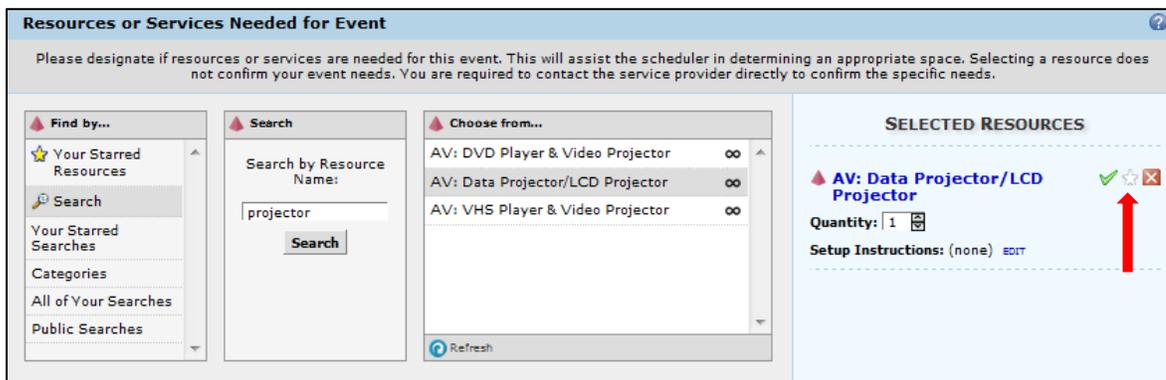
- 8) **Organization Sponsoring this Event & Additional Organizations:** Search for your student organization by typing the name and hitting search. Once you select it, it will appear on the right-hand side. Additional organizations are any organizations that are co-hosting the event.



TIP!

Click on the star to the right of your organization to make it a favorite. For future requests, it will automatically appear on the “Your Starred Organizations” search so that it can be found quicker.

- 9) **Resources or Services Needed for Event:** Add any audio visual needs for your event.

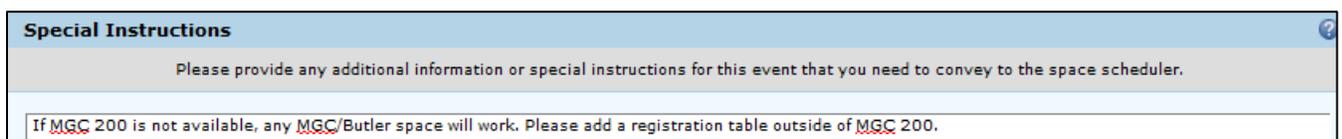


TIP!

Add frequently used resources as a favorite for easier selection.

NOTE: Do not add unnecessary resources when requesting a “self-service” space, as doing so will void the automatic confirmation. The request will not be voided, but it will end up getting queued for standard, 3-business day processing. The majority of self-service spaces are classrooms that have built-in projectors. For more info on Self-Service spaces, go to the “SELF SERVICE SPACES” section below.

- 10) **Special Instructions:** Add any extra setup instructions or any other information regarding your event.



11) **Additional Information:**

To post your event to the master calendar, expand each section, check the “Cal-1, Main-2, Must See-3, Major-4” box.

Level 1: Will post to the Student Activities calendar (does not require approval from Univ Comm & Marketing)

Level 2: Will post to the master calendar (does require approval from Univ Comm & Marketing)

Levels 3&4: Must see/Major: these events are highlighted on the calendar and reserved mainly for campus-wide activities such as commencement and All-American weekend (does require approval from Univ Comm & Marketing)

All events being posted to the Master Calendar must include a Master Calendar Contact Name, Phone and Email.

Additional Information

To post to the Master Calendar please select the option below and use the following codes: 0=Do Not Post, 1=Post to Department Calendar, 2=Post to Main Calendar, 3=Must See Event, 4=Major Event.

Cal-1, Main-2, Must See-3, Major-4

Enter the appropriate whole number (integer, no decimals):
2
Examples: 8, 10, 12

Master Calendar Contact Name

Enter up to 80 alphanumeric characters:
Suzy Scheduler

Master Calendar Contact Phone

Enter up to 80 alphanumeric characters:
202-885-3939

Master Calendar Contact Email

Enter up to 80 alphanumeric characters:
ues@american.edu

If your event requires a fee, RSVP, or a link, expand each section to add the appropriate information.

Fee / Ticket Price

Enter the appropriate number (can include decimals):
0
Examples: 8.25, 10.00, 12

RSVP or Tickets Required?

Yes No

Link for Tickets or RSVP

Enter the path name of a file, URL or command line:

If you are hosting an external organization, please check yes or no and explain the event audience.

***Will a non-AU Organization be hosted?**

Yes No

***Intended Event Audience?**

Enter up to 80 alphanumeric characters:
Students, staff, external community

If your event is showing a movie, check yes. A “Film Viewing Request” form will be required along with copyright permissions (UES follow up regarding the submission of this form, after your request has been successfully submitted).

***Will a film/movie be shown?**

Yes No

If your event will be serving food, please check yes and describe the type of food served. MGC 1-6 is the only space on campus that requires the use of Bon Appetit catering. All other event spaces can use Bon Appetit, external caterers or store bought items. Please refer to the University's Food Service policy for more information:
<http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=210797>

12) **Event and Space Policy Agreement:**

This section explains that your request is not confirmed unless you receive a separate confirmation email from the space scheduler. UES require 3 business days to process your request, so please submit your request with adequate processing time. Please review University Center's Policies and Procedures and then check "I Agree."

TIP!

If your request is for a self-service space and it follows the guidelines for self-service, the space will automatically move to a confirmed state. Please check the status after submitting the request.

REVIEWING YOUR SPACE REQUEST

Upon submitting your event request, the following screen should appear. Please note the reference #: please refer to this # when contacting a scheduler to inquire about your event. Also, please note the state of the event. Most event requests should be in a tentative state.

EVENT STATUS

- Event Reference: 2013-AAMMQF
- Last Saved: Wed Mar 13 2013 11:29am
- All Required Fields Complete
- No Scheduling Conflicts Detected!

EDIT EVENT DETAILS...

- Full Event Name: test
- Additional Event Name: test
- Event Type: Meeting
- Event Description: test
- Event Date and Times: Wed Mar 13 2013 10:00am - 11:00am
- Expected Attendance: 12
- Preferred Event Locations: MGC*200
- Alternative Spaces: none
- Sponsoring Organization: Student Activities
- Additional Organizations: [Additional Organizations](#)
- Resources or Services: [Resources or Services](#)
- Special Instructions: If MGC 200 is not available, any MGC/Butler space will work. Please add a registration table outside of MGC 200.
- Additional Information: Cal-1, Main-2, Must See-3, Major-4; Master Calendar Contact Name; Master Calendar Contact Phone; Master Calendar Contac...
- Policy Agreement: Checked

Event Details

- Event Reference: 2013-AAMMQF
- Event State: Tentative
- Requestor: Do, Virginia

Event Tasks

- 1 Active Assignment Tasks

What's Next?

- View Details**: View the Event Details page for this event. The full range of actions are available to you from there.
- Edit**: Need to make some more edits to this event? Click this button to start editing.
- Email**: Email the details of this event to its stakeholders or anyone else.

More Event Options

- [Download PDF](#)
- [Copy](#)
- [Establish Relationships](#)
- [Add to Starred?](#)

Click on View Details to get more information. By expanding the Assignments section, you will notice a gray box stating “This space is awaiting approval.” When the space is assigned and confirmed, it will move to a blue box.

Event Preferences				
The following location preferences were registered:				
MGC*200 Remove preferences				
Event Occurrences				
Start Date	Start Time	End Date	End Time	Assignments
Wed Mar 13 2013	10:00am	Wed Mar 13 2013	11:00am	
Location: MGC*200 This space is awaiting approval.				

If your event is for a self-service space, the state will automatically be confirmed, so check the Event State and View Details. The event details section will show that the space is now a blue box, meaning the space is attached and the state is confirmed.

Event Details Event Reference: 2013-AAMMQJ Event State: Confirmed Scheduler: .SCHEDULER, UES Requestor: Do, Virginia <hr/> Event Tasks No Active Tasks	What's Next? <div style="margin-bottom: 10px;"> View Details View the Event Details page for this event. The full range of actions are available to you from there. </div> <div style="margin-bottom: 10px;"> Edit Need to make some more edits to this event? Click this button to start editing. </div> <div> Email Email the details of this event to its stakeholders or anyone else. </div> <hr/> More Event Options Download PDF Copy Establish Relationships Add to Starred?
---	---

Event Occurrences				
Start Date	Start Time	End Date	End Time	Assignments
Wed Mar 13 2013	11:00am	Wed Mar 13 2013	12:00pm	
Location: WARD*101 Layout: No Layout Available				

Please note- after you submit the event, you are not able to edit the event. If you click on Edit/Edit this event and try to edit a field, an error message will appear. Please email UES directly at ues@american.edu, along with the reference # and the change.

CHANGES & CANCELLATIONS

For any changes or cancellations, reply (with history) to your confirmation email. If you cannot find the original confirmation email, then compose a new email to ues@american.edu; you must include the reference #, and an explanation of exactly what needs to be changed or cancelled.

COMPLEX EVENTS

Simple requests are confirmed within 3 business days. Complex requests are processed tentatively and UES follows up via email regarding which additional forms, approvals or information are needed. Please note, these forms are available on the University Center website, under University Event Scheduling. Be sure you download the forms to your desktop BEFORE filling them out; otherwise the information will not save.

Here are a list of types of complex events and the subsequent, required forms:

1. Tavern Events → “Supplemental Form for Outdoor and Tavern Events”

This form asks for unique details like if pipe & drape or staging is needed, if there will be entertainment, or if there is a need for extra clean up. Please note, the Tavern is the premier venue for bands; UES will not confirm a band in any of their other spaces. This form is approved by University Center Operations. Since UC Ops manages the Tavern, they will usually contact you directly after they’ve reviewed the form to discuss any logistical questions they might have. After they’ve approved the logistics, your space request is confirmed.



2. Outdoor Events → “Supplemental Form for Outdoor and Tavern Events”

Outdoor events also require a Supplemental Form for Outdoor and Tavern Events. The Outdoor logistical questions are about back-up plans for weather. Please note, if you need a rainsite, you need to submit a 2nd space request. This form also asks for unique details like if tables, chairs or power is needed. It also covers a little bit about marketing. Just like Tavern Events, this form is approved by University Center Operations, so UC Ops will contact you directly after they’ve reviewed the form to discuss any logistical questions they might have. After they’ve approved the logistics, your space request is confirmed.

TIP!

When you have a meeting to talk about Tavern or Outdoor events with UC Ops, make sure you have an event plan, know the setup needs, and have any information regarding external resource ready (like entertainment companies or equipment rental companies)

3. Events with Amplified Sound → “Amplified Sound Request”

For Outdoor events that need Amplified Sound (like megaphones or music), an Amplified Sound Request is required. Amplified sound is generally only approved for Mondays thru Fridays from Noon to 2:00pm. Friday-Saturday events have to cut off the sound by 10:00pm. There is a 65 decibel limit, and University Center staff and Public Safety will be present to measure the sound level.



4. Film Showings → “Film Viewing Request”

This form is needed to ensure the event is compliant with U.S. Copyright Laws. Film activities that are presented by faculty for their class meetings should be scheduled through the Office of the Registrar. All spaces scheduled through University Event Scheduling (UES) are considered public event spaces. All film showings, regardless of format, require copyright permission in the form of a license or certified permission from the copyright holder

5. Events Serving Alcohol → “Alcohol Approval Form”

On the rare occasion in which an event is serving alcohol (usually a formal, university function), an Alcohol Approval must be submitted and approved by the Director of Student Activities and either the President, Vice President or Provost.

6. Events with Vendors → “Vending Agreement”

Events with vendors (i.e. farmers markets or jewelry vendors) require vendor agreements and payment to the university. The vendor agreement will ask for a copy of the vendor’s business license as well as a certificate of insurance.



7. Hosted External Events (for non-AU organizations) → “Hosted External Contract”

All non-AU organizations that are hosted on AU’s campus must sign Hosted External Contracts for renting space on campus. Please note, these contracts take about 45 days to process.

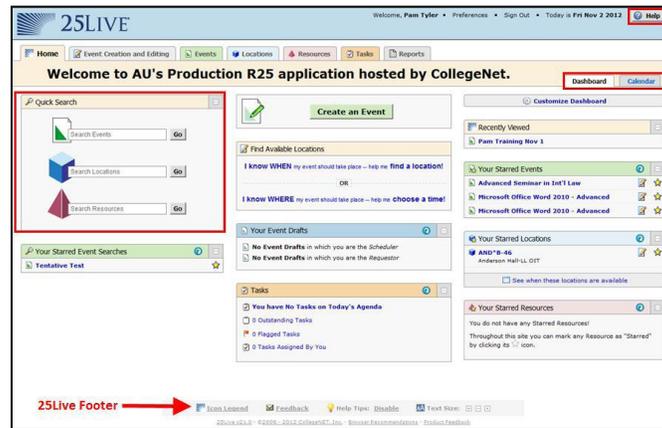
SELF-SERVICE SPACES

Self-Service spaces are rooms with standard setups that may be used for small meetings. What makes Self-Service spaces unique from other meeting rooms is that they can be scheduled instantly, without waiting the standard 3-business days. There are specific parameters that must be met in order for self-service spaces to be reserved instantly. These parameters are:

1. The request must be a single occurrence (no repeat or ad hoc dates).
2. The event date must be within 2 weeks of the request date
3. The attendance must be LESS THAN 40
4. There may not be any resources or additional setup needs requested

After submitting your request for self-service space, you should double-check that the “Event State” is listed as Confirmed

NAVIGATING 25LIVE



- Help - click the, , button.
- Dashboard - is your browser-based desktop for quick access to a variety of 25Live information and functionality. You can customize the Dashboard.
 - Click the Customize Dashboard link.
 - Drag dashboard elements to rearrange them. When you get to the area where you want to move an element watch for the cursor change then release the element.
 - To remove an element from the Dashboard drag the element from the Dashboard to the top area to hide it from view.
 - To view an element not showing on the Dashboard drag the hidden element from the area to reposition it on your Dashboard.
 - Click the Reset Dashboard button to return to the default setup.

Drag dashboard elements to rearrange them. Watch for the cursor change, then drag an element from the dashboard to this area to hide it from view.
Drag a hidden element from this area to reposition it on your Dashboard.

Reset Dashboard Done

- Calendar - provides easy access to pre-defined searches of events happening on dates you specify. The default shows a week of events for a specific default search. Change the dates by clicking on one of the date arrows.
- Quick Search – search for Events and Locations. Logged in users will notice that there is also an option to search for Resources in addition to Events and Locations. 25Live has smart search capabilities. You can search on whole words or a beginning-of-word fragment. Searches are not case sensitive. Search will look for matches in the event names and titles, event reference number; location short and formal names; or resource names.

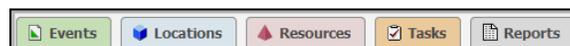
25Live Footer

The 25Live Footer is displayed at the bottom of every page.



- Icon Legend - legend and description of icons that are found in 25Live.
- Feedback - an email that will go straight to ues@american.edu
- Help Tips - enabling or disabling the tooltips displayed when your cursor hovers over a functional area.
- Text Size - change text size in 25Live without losing functionality.

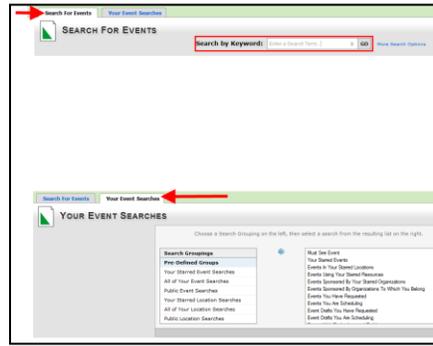
25Live Tabs



Events Tab

Use the Events tab to retrieve events using any of the 25Live tailored searches or searches created and saved by you. You can specify your own criteria to Search for Events, and save your search criteria or results for later access from Your Event Searches.

Any individual event you open for viewing in 25Live can be accessed from the Events tab.



Locations Tab

Use the Locations tab to:

- Retrieve locations using Your Location Searches which are searches provided by the system or created and saved by you. You can also specify your own criteria to Search for Locations, and save your search criteria or results for later access from Your Location Searches.
- View details of selected locations.
- Drill down to learn more about a selected location.
- View an availability grid or a calendar of events in selected locations.
- Drill down to learn the details of an event scheduled in a location.
- Schedule an event in a specific location.

Resources Tab

Use the Resources tab to:

- Retrieve resources using Your Resource Searches which are searches provided by the system or created and saved by you. You can also specify your own criteria to Search for Resources, and save your search criteria or results for later access from Your Resource Searches.
- View details of selected resources.
- Drill down to learn more about a selected resource.
- View an availability grid or a calendar of events using selected resources.
- Drill down to learn the details of an event using a resource.
- Create an event requiring a specific resource.

POLICIES & PROCEDURES

There are many policies and procedures. The main ones to know are:

1. General Event Scheduling Procedures

- Space should be used for the purposes stated in the original space request
- Do not remove any equipment (i.e. tables, chairs, a/v) from your reserved room
- "Trading spaces" with other groups or departments is not permitted
- Spaces should be left in an orderly condition
- Damages, carpet stains, and broken equipment will be reported and clubs will be charged

 Things not allowed: Candles (or any other open flame), glitter (or any mylar product), taping or push-pin banners/posters/signs on any painted or fabric walls (you can make arrangements with the University Center to display these items)

2. Food Service Policy

Food served at events that are open to the general public must be pre-packaged or prepared by contracted, licensed vendors. Liability for food service at Private Events rests with the organizers. Contracted and licensed vendors is recommended at Private Events, but not required.

3. Alcohol Policy

AU is a dry campus, so there are very few events that actually get approval to serve alcohol. Alcohol Approval comes from the Director of Student Activities, as well as the President, Vice President or Provost.

4. Posting Policy

- All items for posting must be approved by Student Activities prior to being mass produced
- All sororities and fraternities must have all items approved by the Assistant Director of Greek Life
- No posting to trees; the exterior of buildings; on painted, wallpapered or glass surfaces; on car windshields
- All posted material must specify the date, time, and location of the event as well the name of the sponsoring organization
- Posted materials cannot advertise alcohol, drugs, gambling, or anything else that would be a violation of university policies, either through language or artwork
- You are responsible for taking down all postings after events have past

Note, all bulletin boards in the Mary Graydon Center are cleared of all materials on the 1st and 3rd Sunday of each month. There is a separate policy for posting in the residence halls. Inquiries about posting in the residence halls should be directed to Housing and Dining Programs, Anderson Hall, at x3370.

ADVERTISE YOUR EVENT

Advertising Display Request form can be found online

(<http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=123653>) or at the University Center & Student Activities desk outside of MGC 271

Table Tents:

- Must follow requirements: Each side of the table tent display is 4" wide x 9" tall, or approximately one-third of an 8.5" x 11" sheet of paper.
- Request must be submitted to the MGC first floor Information Desk the Thursday prior to the Monday you would like them to be displayed
- You may provide up to 100 copies of your advertisement, however the number that will be displayed is dependent on availability

Digital Display: Four Winds Monitors

Registered student organizations must first submit their ad for approval before it is sent for posting through Student Activities at samarketing@american.edu.

Advertisement requirements:

- Desired dates (max allotted time for posting is 10 days)
- Locations

- Landscape format
- Powerpoint slide or PDF (use PDF if want specific font)

Display Cases

Indicate location on Advertising Display Request form, submit content and request form to Jonathon Sorge, MGC 271C

TODAY@AU

1. Log-in to the portal at myau.american.edu.
2. In the right-hand column, click on Life @ AU. Select Today@AU Submissions.
3. In the left-hand column, click Today@AU Submissions and fill in the form.
4. Review submission requirements also in the left-hand column in the file About Today@AU
5. Each submission is reviewed and edited if needed by Student Activities. You will be notified if changes are made or more information is needed.
6. Announcements can run up to one week.