

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.

1 → Test Event

Event Title for Published Calendars ⓘ

Instructions

The Event Title for Published Calendars will replace the Event Name (above) on all published calendars on **College / University** websites. 120 Character limit. Grammar, punctuation, and clarity matter!

2 → Test Event

Date and Time - Required ⓘ

Instructions

Select the Start Date, Start Time, End Date, and End Time 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 (as available) and add the appropriate number of minutes or hours desired.

3 → Wed Nov 19 2025

10:00 am

To:

11:00 am

☒ This begins and ends on the same day

Duration:
1 Hour

1. Type in Event
- 2a. Type in the name you want to appear on the public calendar
- 2b. Leave Blank if not a public event
- 3a. Select a Date and time frame for event
- 3b. DO NOT add any additional time for set up or take down. There will be a space for this later in the form. CES will review and modify accordingly for facilities and media set up.

Expected Attendance - Required ⓘ

Instructions

Please enter the expected attendance for the event.

← 6

Event Type - Required ⓘ

Instructions

Select the Event Type that best describes the event.

Select from Types ▼ ← 7

Q Select from Types

- Academic Testing ☆
- Art Exhibit ☆
- Banquet/Ceremony ☆
- Conference ☆
- DGCE/CMED (Community Ed) ☆

6a. Type in the expected attendance

6b. This number will be used for your layout as well as what spaces will accommodate the size of your event.

7a. Click the arrow to show all Event Types and select an event type that is most appropriate for your event

7b. You are able to “favorite” Event Types by clicking the star. Any favorites will appear at the top of the selection box when you book. Only favorite Event Types you plan on using often.

Preferred Location(s) - Required ⓘ

Instructions

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

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

Locations Search ^

Availability for this search is out of date. Click Refresh to update the results.

[Refresh](#) ← 8

Locations Search ^

Auto-Load Starred: ☒ No ☐ Yes

☐ Hide Conflicts ☐ Hide Request Conflicts ☒ Enforce Headcount

[Search Filters](#) v ← 9

[Saved Searches \(optional\)](#) v

×

ⓘ Hint! Type :: to use SeriesQL.

[Reset](#) [Search](#)

Add	Name —	Title —	Default Capacity —	Availability	Conflict Details	Building
10 → Request	Loughman Living Room	Scanlon Hall Loughman Living Room	100	1/1	None	Scanlon Hall

8. Click “Refresh” under “Preferred Locations”

9a. Search for Locations by Clicking “Search Filters” to look at locations based on the criteria you put in.

9b. If you know a location type in the name in “Search Locations” and search

10a. Click “Request” for your preferred location

10b. Most locations will automatically be reserved, these spaces do not require additional setup (example: classrooms & conference rooms)

10c. Some spaces will go through an approval process. These spaces require additional setups (example: Owl’s Nest, Banquet Hall, Horace Mann A)

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Added below	Loughman Living Room	Scanlon Hall Loughman Living Room	100	1/1	None	Scanlon Hall

[Return to Top](#)

Loughman Living Room

Scanlon Hall Loughman Living Room

Date

Time

Issues

Instructions

Attendance

Wed Nov 19 2025

10:00 am - 11:00 am

11 →

*Please Select Layout (100)

Classroom Style (40)

Empty (100)

Hollow Square (40)

Horseshoe (20)

Rounds of 6 (48)

Rounds of 8 (64)

Theater Style (100)

Theater with Aisle (80)

← 12

Remove

View Occurrences

11a. Select a layout for the space if prompted.

11b. Most spaces on campus are “As Is” which means you cannot change the set up.

11c. If you try and select a layout that is larger than “Expected Attendance” it will alert you.

12a. Put any information for the layout including the seating needed in the layout in the instructions section. Attendance can be ignored in this location.

12b. The number in parenthesis is the maximum number for that set up in that location.

Primary Department/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

Additional Department(s)/Organization(s) ⓘ

Instructions

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

EDIT

Event Description - Required ⓘ

Instructions

Enter additional publicity information about the event here. Please note that this information will appear in the 25Live Event Detail View as well as be displayed on published calendars.

FileInsertTableViewFormatTools

↶↷

B*I*U

A ▼ ▼

System Font ▼ 12pt ▼



13. Select the lead organization/host.
14. Select all other collaborating organizations.
15. Write in a short description.

Facilities & Media Services Additions ⓘ

Instructions

Examples: check-in tables, catering tables, panel chairs, additional mics. These are in addition to the layout chosen.

Recommended Resources ^

Availability for this search is out of date. Click Refresh to update the results.

Refresh

16

Facilities & Media Services Additions ⓘ

Instructions

Examples: check-in tables, catering tables, panel chairs, additional mics. These are in addition to the layout chosen.

Recommended Resources ^

Search Filters ▾

17

Search Resources

×

Reset

Search

Hint! Type :: to use Series

Add		Name	—	Quantity Available	Conflict Details
1	Reserve	Easels		15 / 15	None
1	Reserve	Scanlon 6" Rectangle Tables		18 / 18	None
1	Reserve	Scanlon 6'x18" rectangle tables		5 / 5	None
1	Reserve	Scanlon Chairs		40 / 40	None
1	Reserve	Scanlon Cocktail Tables		10 / 10	None

16. Click “Refresh”

17a. Add the quantity and click reserve for all “Resources” needed for the event

17b. This is in addition to the Layout you already selected.

Search Resources

Reset

Search

Hint! Type :: to use SeriesQL.

Add	Name	Quantity Available	Conflict Details
1 Reserve	Easels	15 / 15	None
Added below	Scanlon 6" Rectangle Tables	18 / 18	None
1 Reserve	Scanlon 6'x18" rectangle tables	5 / 5	None
Added below	Scanlon Chairs	40 / 40	None
1 Reserve	Scanlon Cocktail Tables	10 / 10	None

Return to Top

Scanlon 6" Rectangle Tables

Date	Time	Issues	Instructions	Quantity	Available
Mon Jan 05 2026	10:00 am - 11:00 am			2	18/18
Remove View Occurrences					

Scanlon Chairs

Date	Time	Issues	Instructions	Quantity	Available
Mon Jan 05 2026	10:00 am - 11:00 am			5	40/40
Remove View Occurrences					

18a. In the “Instructions” type in where all your “Resources” need to be placed. Please be very specific.

18b. Do not forget to add tables for catering and registration

Upload File(s) Here ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Drag and drop file here or click below to upload.

Upload a file

← 19

19. Add any additional documents you want associated with your event. These are not required

Additional Event Information - Required

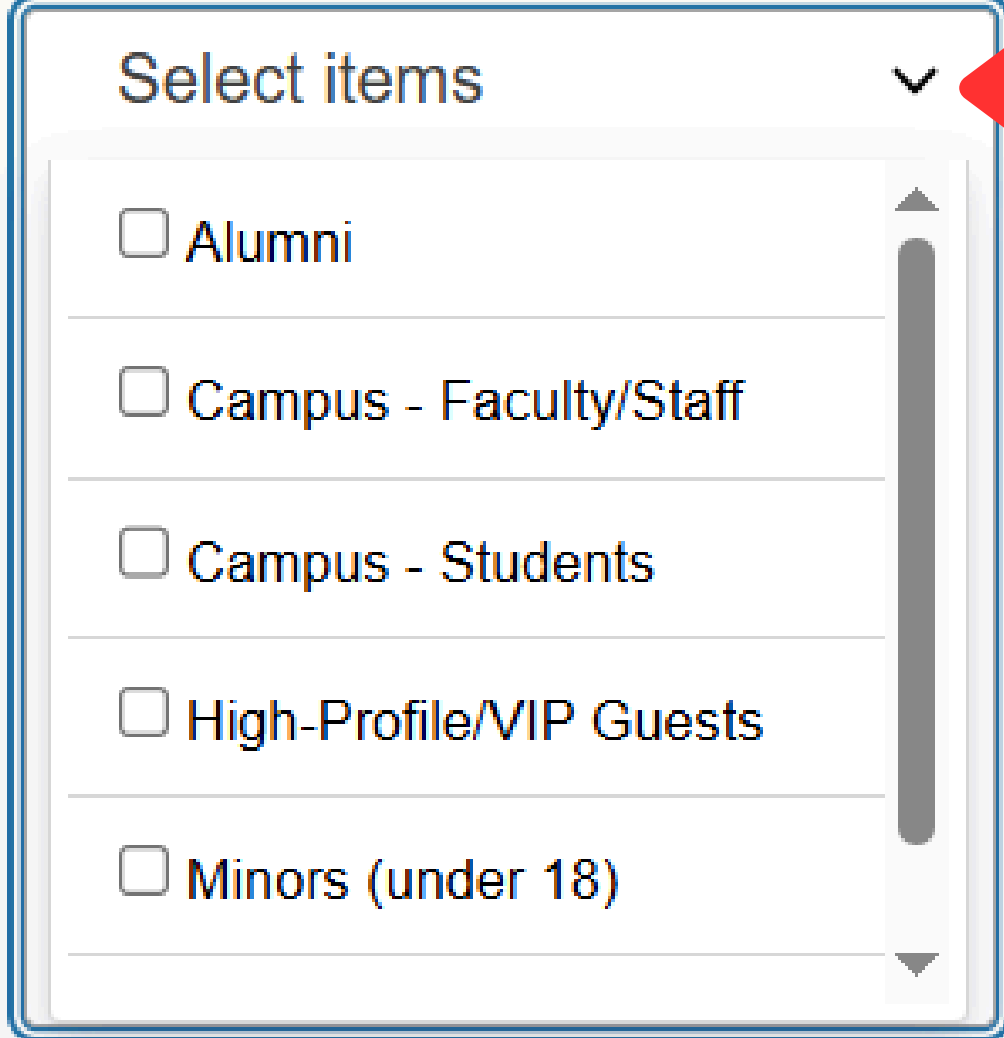
Instructions

Please answer any and all questions applicable to this event.

* Will you need any table cloth for guests tables or catering? No ☒ Yes  20

* Will you be using WSU catering? No ☒ Yes  21

* Will you be serving alcohol? No ☐ Yes  22

* Who will be in attendance (check all that apply):   23

Select items

☐ Alumni

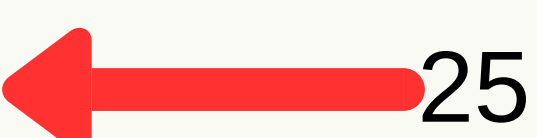
☐ Campus - Faculty/Staff

☐ Campus - Students

☐ High-Profile/VIP Guests

☐ Minors (under 18)

* Do you need event signage? No ☐ Yes  24

* What is your Fund number? 12345   25

* What is your Org number? 1234  26

20. Click Yes or No for table cloths. A message will pop up directing you to CaterTrax to order these.

21. Click Yes or No for Catering. A message will pop up directing you to CaterTrax to order these.

22. Click Yes or No for Alcohol. A message will pop up directing you to the ARB form.

23. Check all people who will be in attendance

24. Click Yes or No for signage. A message will pop up directing you to the Copy Center to order these. Signs are no longer submitted through event requests.

25. Type in your FUND. Requests without a FUND or a FUND that does not exist will be denied.

26. Type in your ORG. Requests without a ORG or a ORG that does not exist will¹⁰ be denied.

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.

If you are creating your own event, you are both the **Scheduler** AND the **Requestor**.

Requestor

Scheduler

27 → Test, Requestor ☆ ▾

Test, Requestor ☆ ▾ ← 28

Additional Comments/Questions? ⓘ

Instructions

Please use this field to provide additional instructions or event information to Event, Location or Resource approvers.

29 ←

Conference & Event Services Scheduling Policy Acknowldegment - Required

By checking this box, I confirm that I have read, understand and agree to abide by the terms outlined in the [College/University Scheduling Policy](#).

30 →

☐ I agree

27. Requestor is the person who is running the event

28a. Scheduler is the person putting the event into 25Live

28b. The Scheduler and Requestor can be the same person

29. Add any additional comments/questions. This will only be seen by those approving events not set up.

30. Check the “I agree” box and submit your event for approval if needed.