Requesting Events in 25Live Mobile
Spaces in 25Live

1. Academic Spaces (classrooms, lobbies, etc.)
2. Computer Lab Spaces (College Hall, Rockwell, Canevin)
3. Event Spaces
   - Union rooms (Africa Room, Ballroom, 1st & 6th floor meeting rooms)
   - Power Center Ballroom
   - Outdoor spaces (Mellon Patio, Academic Walk, etc.)
4. Non-Shared spaces
   - Guide to Reserving Campus Spaces for more details and who to contact for spaces that are not on 25 Live
System link

25live.collegenet.com/duq/mobile

• Faculty & Staff username & password = multipass

• Student username & password will be given after completion of training on Blackboard

Tip: Mobile displays best via the Mozilla Firefox browser
25Live Mobile

**Request Space:**
- Use Available Locations to browse spaces before making a request
- Use Create an Event to jump straight to the event wizard form

**View Availability:**
- Use Available Locations for single day view
- Use Desktop Version for calendar (multi-day) view
Search Locations

- Search locations by keyword

OR

- Select a common location search from the
**Request It!**

- Select date & time
- Sort by capacity
- Click on Location Name for additional space information
- Request It!
Location Schedule Tab

Click on calendar icon to select date

(Private ) = Booked
Location Layouts Tab

Click the Layouts tab to view available layouts and capacities

**UNION 613**
**Duquesne Union 613**

**Lecture Style**
- **Capacity**: 64
- **Diagram**

**Reception**
- **Capacity**: 75

**Rounds – Default**
- **Capacity**: 40

**Square**
- **Capacity**: 30

**U - Shape**
- **Capacity**: 27

**Schedule**  **Events**  **Summary**  **Layouts**
Event Wizard Tips

• Event types are important to ensure timely event processing

• Enter the **ACTUAL** event start & end time

• Combining multiple locations in the same request can be done if:
  – Events share the same start and end time
  – Locations are within the same event type (ex: All spaces within the Union, excluding computer labs)

• Detailed Setup instructions are helpful in non-fixed locations

• Categories are important – we need to notify campus partners of specific information about your event!
  – Catering / Campus Police/ Parking / AV
Requesting Repeating Events

- Uncheck date boxes where conflicts exist
- Add additional locations (within the same event type only) to the request until all dates needed are filled

**PRO TIP:** Use another browser to view additional locations with availability
Confirmation Notes

- Reservation requests are “DRAFTS” (i.e. do not hold the space) until confirmed by a Scheduler.

- Requests are reviewed & notification is sent within 2-4 days of submission.
  - follow up emails are sometimes necessary to gather missing information or to communicate space conflicts.

- A “Confirmed Reservation” email is sent with reservation information:
  - Detail of reserved space, time and resources
  - Event coordinator
  - space related policies
  - Outstanding REQUIREMENTS (events checklist) to be completed prior to event date
  - Supplemental paperwork that might need to be filled out

**Please Note: the reservation is not confirmed until a “CONFIRMED RESERVATION” email is received**
Your Confirmation Report is Useful!

Email your **Scheduler (Coordinator):**

**Event Confirmation**

Rangos Faculty and Staff Meeting

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**Title:**

**Requestor:** Poletti, Pamela
ADM

**Scheduler:** Yurochko, Ilena M.
ADM

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**Event Reference:** 2019-AAQLSD
**Event Last Modified:** Jan 29 2019 1:03 P.M.
**Current Event State:** Confirmed

**Phone:**
**Email:** polettip@duq.edu

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**Phone:** x0507
**Email:** yurochki@duq.edu

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Click to email
**Assigned Resources** outline next steps:

<table>
<thead>
<tr>
<th>Resource - (Quantity)</th>
<th>Instructions</th>
</tr>
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| AV - Request Audio-Visual Equipment - (1) | Refer to location features for integrated AV accommodations, and communicate description of Audio/Visual to Event Scheduler a minimum of 10 days prior to event date.  
To accommodate AV outside of the integrated capabilities of a location, complete an AV request @ www.duq.edu/avrequest |
| FS - Bar - (1)                         | Requests for alcohol to be served at any university event must be approved through Conference & Events Services. Request form online @ www.duq.edu/alcoholrequest |
| FS - Request Alcohol - (1)             | Communicate food, beverage & linen orders to Duquesne Catering Services a minimum of 2 weeks prior to event date (412.396.6623 / catering@duq.edu). Submit online through CaterTrax at https://duquesnedining.catertrax.com/ |
| FS - Request Catering Services - (1)   | **PLEASE NOTE:**  
- All events on campus should be in strict compliance with the University's TAP NO. 51 - Food and Beverages—Safe Sale or Serving (https://bit.ly/2MsJKrF)  
- Food and drink is not permitted in classrooms |
My Event Is Confirmed – What’s Next?

• Planning resources
  • Conferences & Event Services website (www.duq.edu/conferenceservices)

• We’ll check in with you!
  • Events with outstanding requirements receive CHECK-IN emails 4-6 weeks prior to your event to get the ball rolling

• Review your floor plan
  • If you don’t receive a copy, ask us!

• Keep a copy of your confirmation
Questions?

Technical Assistance: 25live@duq.edu

Event Assistance:

• Faculty/Staff
  – Ilena Yurochko / yurochki@duq.edu

• Power Center
  – Karen White / whitek1@duq.edu

• External or Co-Sponsored Events
  – Megan Peterson / calvinm@duq.edu

• Student Events
  – Sarah Murtha / murthas@duq.edu