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
Home Page

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 (see how-to guide)
Find Available Locations

1.)
Click *See Available Locations*
OR

Navigate to *Locations* from the menu

2.)
Search locations by keyword
OR

Select a common location search from the *Existing Search* drop down
- Select date & time
- Sort by capacity
- **Request It!** to jump to the event request form (Event Wizard)
- **OR** Click on Location Name for additional space information
Additional Space Information: Schedule Tab

Click on calendar icon to select date

(Private) = Booked
**Additional Space Information:**

**Layouts Tab**

Click the Layouts tab to view available layouts and capacities.
Request from Event Wizard

To jump to event wizard, click on *Create an Event*

OR

Navigate to *Home Page* from the menu and click *Create an Event*
Event Wizard Tips

• Events may be advertised on building monitors listing campus activities. Please consider this when entering your Event Name.

• Event types are important to ensure timely event processing.

• Enter **ALL EVENT TIMES** (see next slide):
  – **ACTUAL** event start & end time
  – **Pre-Event & Post-Event** (time you want to access / leave the space)
  – **Setup / Takedown** (adding physical setup/takedown for the event ensures no unexpected conflicts will result)

• 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 are 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
It's All in the Timing!

3 Times to Enter

1. ) ACTUAL Event Start & End Time

```
Event Start:
Sat Feb 16 2019
10:00 am
```

```
Event End:
Sat Feb 16 2019
11:00 am
```

2.) Location Setup & Takedown

```
Location Setup & Takedown
Every meeting room space requires time for physical setup & takedown:

- Ballroom = 6 hrs.
- Multipurpose (119, Africa Room, 613)
  - Custom setup = 2 hrs.
  - As Is = 30 min.
- Fixed Meeting Rooms (109, 607) = 30 min.
- Classrooms = 10 min.
```

3.) Time you'd like to access / leave the room (Pre-Event & Post-Event)

```
See a complete list of location setup / takedown times
```

Reservation Start: 10:00 am
Reservation End: 11:00 am
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 (see how-to)
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):

![Email to Scheduler](Click to email)

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**Event Confirmation**

**Rangos Faculty and Staff Meeting**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Event Reference: 2019-AAQLSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor: Poletti, Pamela ADM</td>
<td>Event Last Modified: Jan 29 2019 1:03 P.M.</td>
</tr>
<tr>
<td>Scheduler: Yurochko, Ilena M. ADM</td>
<td>Current Event State: Confirmed</td>
</tr>
</tbody>
</table>

**Phone:**

- Email: polettip@duq.edu
- Email: yurochki@duq.edu
**Requirements** highlight important information we need before your event:

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### Assigned Resources outline next steps:

<table>
<thead>
<tr>
<th>Resource - (Quantity)</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV - Request Audio-Visual Equipment - (1)</td>
<td>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.</td>
</tr>
<tr>
<td>To accommodate AV outside of the integrated capabilities of a location, complete an AV request @ <a href="http://www.duq.edu/avrequest">www.duq.edu/avrequest</a></td>
<td></td>
</tr>
<tr>
<td>FS - Bar - (1)</td>
<td>Requests for alcohol to be served at any university event must be approved through Conference &amp; Events Services. Request form online @ <a href="http://www.duq.edu/alcoholrequest">www.duq.edu/alcoholrequest</a></td>
</tr>
<tr>
<td>FS - Request Alcohol - (1)</td>
<td>Communicate food, beverage &amp; linen orders to Duquesne Catering Services a minimum of 2 weeks prior to event date (412.396.6623 / <a href="mailto:catering@duq.edu">catering@duq.edu</a>). Submit online through CaterTrax at <a href="https://duquesneedining.catertrax.com/">https://duquesneedining.catertrax.com/</a></td>
</tr>
<tr>
<td><strong>FS - Request Catering Services - (1)</strong></td>
<td>PLEASE NOTE:</td>
</tr>
<tr>
<td>- All events on campus should be in strict compliance with the University's TAP NO. 51 - Food and Beverages—Safe Sale or Serving (<a href="https://bit.ly/2MsJKrF">https://bit.ly/2MsJKrF</a>)</td>
<td></td>
</tr>
<tr>
<td>- Food and drink is not permitted in classrooms</td>
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</tbody>
</table>

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### Requirements

<table>
<thead>
<tr>
<th>Requirement Type</th>
<th>Requirement</th>
<th>Quantity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>- Audio / Visual Description</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>- Confirm Space Access Time (Pre-Event)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Location Set Up Instructions</td>
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</tbody>
</table>
My Event Is Confirmed
What’s Next?

• Planning resources
  • [Conferences & Event Services](www.duq.edu/conferenceservices) website (www.duq.edu/conferenceservices)
  • Students – visit the Conference and Events [Campus Link Page](#)

• 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