Requesting Events in 25Live Scheduling
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
25live.collegenet.com/duq/scheduling

• Faculty & Staff username & password = multipass

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

Tips:
➢ Mobile displays best via the Mozilla Firefox browser
➢ Visit www.duq.edu/25live for a system link, scheduling policies, procedures, and how-to guides
25Live Scheduling
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.

Lecture Style
- Capacity: 64
- Diagram

Reception
- Capacity: 75

Rounds – Default
- Capacity: 40

Square
- Capacity: 30
- Diagram

U-Shape
- Capacity: 27
- Diagram
Requesting from Event Wizard

If you already know the space you want to reserve, you can jump straight to the event wizard via the **Create an Event** button.

**OR**

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

Menu
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, but your event will be processed no matter what. If you haven’t heard anything in a few days, follow up with the space scheduler.

• 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

• STAR your most used location, organizations, contacts, etc. for faster loading on future requests!
It's All in the Timing!

3 Times to Enter

1.) ACTUAL Event Start & End Time

2.) Location Setup & Takedown

Location Setup & Takedown
Every location requires time for physical setup & takedown:

<table>
<thead>
<tr>
<th>Location Type</th>
<th>Setup / Takedown Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed or As Is</td>
<td>10 min.</td>
</tr>
<tr>
<td>Custom Configuration (any catering)</td>
<td>2 hours</td>
</tr>
<tr>
<td>Ballroom</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

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

See a complete list of location setup / takedown times
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” and 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

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

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

Phone: x6597
Email: yurochki@duq.edu

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**Review your Room Layout:**

**Event Occurrences**

**Tue, Mar 26 2019**

**10:00 A.M. - 3:00 P.M.**

**Location**
Duquesne Union Atrium Table 1

**Instructions**
Layout: Fixed
View Fixed Layout @ https://25live.collegenet.com/25live/data/duq/run/image?image_id=417

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Head Count: Exp: 1, Reg: 0
## 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</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></td>
<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>
</tr>
<tr>
<td>FS - Bar</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</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://duquesnedining.catertrax.com/">https://duquesnedining.catertrax.com/</a></td>
</tr>
<tr>
<td>FS - Request Catering Services</td>
<td>PLEASE NOTE:</td>
</tr>
<tr>
<td></td>
<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/2MsJKfF">https://bit.ly/2MsJKfF</a>)</td>
</tr>
<tr>
<td></td>
<td>- Food and drink is not permitted in classrooms</td>
</tr>
</tbody>
</table>

### Requirements highlight important information we need before your event:

<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>
<td></td>
</tr>
<tr>
<td></td>
<td>- Confirm Space Access Time (Pre-Event)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Location Set Up Instructions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
My Event Is Confirmed
What’s Next?

• Planning resources
  • Conferences & Event Services 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