

❖ Scheduler Guidelines ❖

Step 1: REVIEW

- Check ALL event request details for accuracy and completeness
- Title and description does not have spelling errors and capitalizations
- Acronyms are spelled out in title or event description
- Number of attendees does not exceed location layout capacity
- Surrounding rooms and events do not create scheduling/noise conflicts
- Event is not scheduled on a holiday or other campus closure
- Contact person listed is the appropriate person to answer questions and is responsive
- An appropriate location is assigned to each and every occurrence listed
- Setup and takedown times are listed separately
- Resources are included as needed
- Pre-Approval from Division VP or Dean is given for all in-person event requests

Step 2: REACH OUT

- Contact requestor via phone or 25Live email system to:
 - Discuss any vague details
 - Gather missing information
 - Explore if any special factors apply (see examples to right)
 - Direct to appropriate campus departments for additional services and equipment needed
- Update request details as thoroughly as possible to ensure accuracy and completeness

Examples of Special Factors

- | | |
|---|---------------------------------------|
| ⇒ Alternate layout | ⇒ Fundraising |
| ⇒ Facilities services work order | ⇒ Alcohol service |
| ⇒ Additional tables/chairs/equipment | ⇒ Physical activities |
| ⇒ A/V equipment/support | ⇒ Guest speakers |
| ⇒ Custodial services | ⇒ Off-campus attendees |
| ⇒ Food/beverage services | ⇒ Dignitaries in attendance |
| ⇒ Minors present | ⇒ Co-sponsorship request |
| ⇒ Contracts needed | ⇒ Vendors involved |
| ⇒ Parking management | ⇒ Event monitor required |
| | ⇒ Additional security required |

Step 3: CONFIRM

- Check that all tasks associated with the event have been approved
 - Follow up with task approvers on any outstanding tasks
 - If any tasks have been denied, please ensure the requestor is aware and assist if needed
- Change event state from “Tentative” to “Confirmed” only after all tasks have been approved
- Email the Requestor via the 25Live system to inform them that the event has been confirmed
- Once confirmed, an event request with a publication will be sent to Drupal for review by the publication team and will be publicized in the e-newsletters, as requested.
- An FYI email must be sent to all task approvers through the 25Live system if:
 - Changes are made to the request after confirmation
 - The event request is cancelled or rescheduled