25Live
Step-by-Step

Event Reservation Guide
(1) Begin by going to 25Live at: https://events.chapman.edu/25live

(2) Authorized users sign in to your account using your organization’s 25Live Log-in Information*

*Only authorized users should sign in using your organizations 25Live Log-In. For questions, please contact your designated Student Organization Assistant (SOA) in the Office of Student Engagement for support.
(3) Click on the “Event Creation and Editing” Tab; or Click the “Create an Event” Button
(4) Under Terms and Conditions, check the box. Please take a moment to read through the Campus Reservation Room Policies so you understand your responsibilities when requesting a room.
(5) Event Name/Event Title: You can enter in the same title for both, or if your event has a name you can fill in the appropriate fields

(i.e. Event Name: A Night Under the Stars, Event Title: A Student Engagement Banquet.)
(6) **Description:** Write a short summary of what will be happening at the event. Even if it is just a club meeting, you can talk about the activities or any guest speakers that may be coming. Please check your spelling and grammar, as this will be included on any calendars you request the event to be posted to!
Event Type:
Click on “All Event Types” and select the event type that best fits your event.
(8) Publish to Calendar: Select which calendars you would like to publish your event in. (Note: When selecting calendars to publish your event to, please select calendars that only apply to your event. For example, a general club meeting should only be posted to the “Student Events” calendar. A large, open event like the Student Involvement Fair could be posted on the “Student Events” and “Chapman Calendar.”)
(9) Primary Organization For This Event: Under “Find By” click on “Types.” Then select, “Student Events” and choose “Student Orgs – YOUR CLUB TYPE” based on your clubs category (i.e. Scheduling an event for an Honors Society, I would choose “Student Orgs – Academic/Honors Societies.”)
Additional Organization(s) For This Event: If you are partnering with any departments on campus (i.e. UPB, the English Department, etc.) you can add those in this field by searching for them under “Index,” “Types,” or “Categories.”
(11) Event Date and Time: Remember to take into consideration set-up and clean-up times in your request.

Repeat Feature: this feature allows you to program recurring events (like club meetings) with one 25Live Request! Check it out!
(12) Event State: It will say “Tentative” until the event has been confirmed and you have been sent a confirmation. Then the state will change to “Confirmed”.

(13) Event Locations: Think through whether or not the location you request fits your event needs. Ex: You may not want a classroom full of desks/tables for a social event.

(14) Event Head Count: Under “Expected Headcount” put how many people you think will attend the event. Always guess a little higher so you have a room with an appropriate max capacity.
(15) Event Resources: Under “Find By” click on “Categories” Then select what you need. Be as specific as possible in your request, and understand that putting your request is not a guarantee.

Please follow up with all departments (Ex: Media Services, Parking, etc) that may be involved in your event to confirm your needs.
Event Notes: This is a private field that only administrators on 25Live have access to including your SOA’s, the Calendaring Office, and any departments that you requested resources from. You can request for certain set ups, alternative room locations or anything else you want to communicate in this field.

IMPORTANT: If you are the approved 25Live requester for your organization, but you will not be attending the event please write that in this field. Then for the contact information, fill in the info for the person who will be responsible at the event. This will ensure that if any departments need to contact your organization day of, they have someone who is physically at the event.

Event Comments: Normally, this field is left blank. Please note though that anything written in here will be public, so check spelling and grammar.
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>(19) Will alcohol be served?</td>
<td>(If you are interested in serving alcohol at event, please contact your SOA or Senior Staff professional.)</td>
</tr>
<tr>
<td>(20) Outside Suppliers or Vendors?</td>
<td>If you are having any outside companies provide a service for you (i.e. setting up staging, coming to campus to sell something, etc.) please select Yes and follow up with your SOA to start the contract process.</td>
</tr>
<tr>
<td>(21) Event Contact Name, Phone, and Email</td>
<td>Please fill out the information for someone who will be at the event and responsible for any coordination with departments on campus.</td>
</tr>
<tr>
<td>(22) Event Image &amp; Detail Image</td>
<td>You may upload an image for your event if you would like. Please note that this will be published on any calendars you selected so use appropriate images and check spelling and grammar.</td>
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(18) Is a Fire & Life Safety Permit Required? Please review the Checklist that is linked above to see if a permit may be required. If you have any questions contact Mark Davis, Fire and Life Safety Officer at mcdavis@chapman.edu
Your 25Live Request is Complete!

Submit Your Event and Await Confirmation!

(Remember to Follow-up!!! There is no reservation made without a confirmation!)