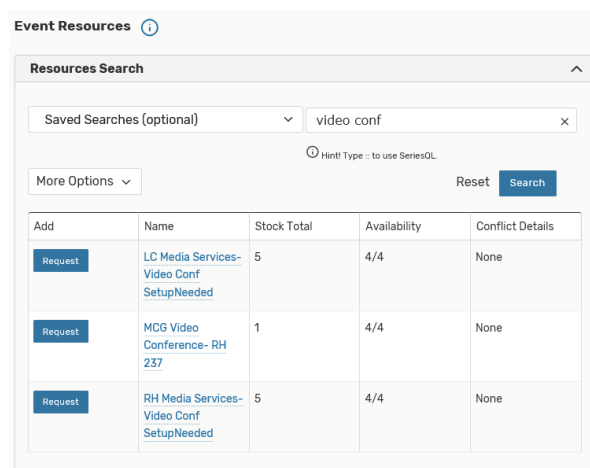# ASSIGNING EVENT RESOURCES IN 25LIVE

Event Resources can be requested for an event. Regardless of features listed as built-in under the selected location you must select the resources you would like to use at the time of your event through **Event Resources** so they will be turned on and accessible. (This is only available for non-academic spaces; if you need media assistance with an academic space you should contact Media Services for that location.)

The resources (such as a free standing projector, microphone, etc…) can be requested for the entire event, by specific date, or instructions can be added by clicking on the **View Occurances** icon.

- Locate **Event Resources**
- You can **Search Resources** by typing in the name of an item, such as 'video conf' or 'microphone', or
- You can go to **More Options** dropdown and go to **Categories**, then the campus, search.
- The most common resources selected for non-academic spaces are: projector, microphone, laptop, and video conference (A/V) equipment.
- You also have the ability to choose 'Video Conf SetupNeeded'

- Click on **Reserve** to choose the Resource item.

- Scroll down and you will see the Resource you chose
- Click on **View Occurrence** to add Instructions or choose specific items for each day and time of your event.

- This is also where you edit your quantity of the items requested.

Note: All additional resources needed for academic space must be reserved through Media Services.