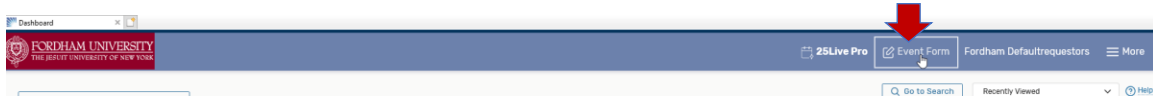




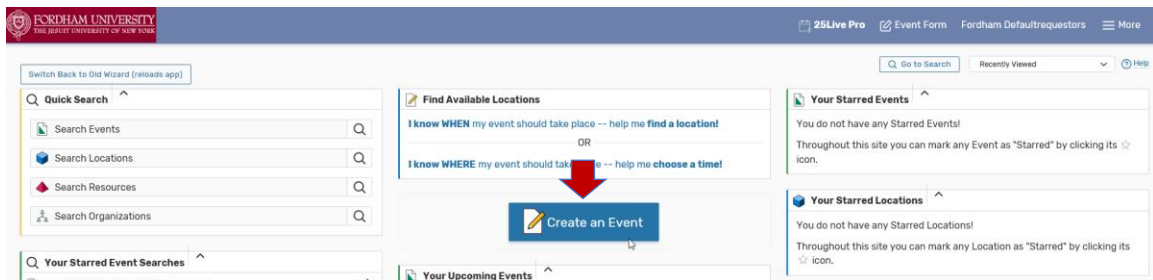
Requesting a space for an event – as a Scheduler

Be sure to have familiarized yourself with the document, *Introduction to 25Live* and *Searching for Space in 25Live*. To begin your request for space, you must access the 25Live Event Form; the following are different ways you can do this:

Option 1: Click on the **Event Form** Icon:

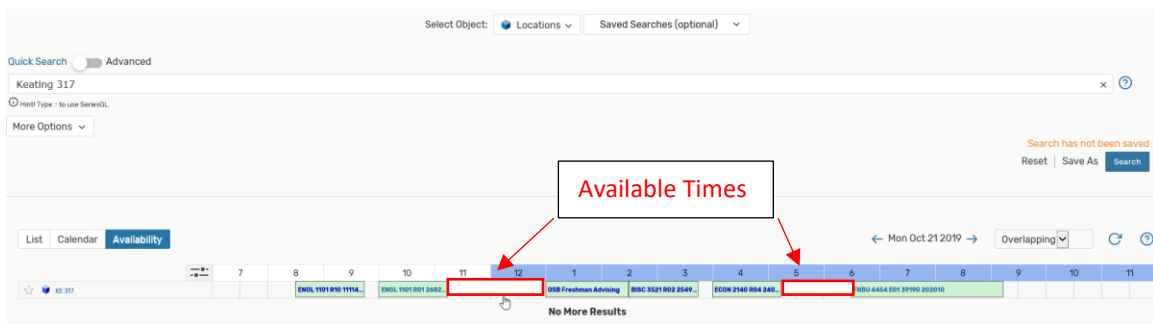


Options 2: From the home dashboard, click the “Create an Event” button.



Option 3: Do a location availability search first (refer to section on searching for space) and click on an open time block:

NOTE: Open timeslots are not guaranteed to be available until your request is approved.



Note: If you start an Event Form from the Availability View, the time will default to 1 hour. Adjust the start and end time accordingly, based on what you see as the availability of that location.



You can also select the Weekly Availability Grid

KE 317
Keating Hall Room 317 PC Computer Classroom

Details List Availability (Daily) **Availability (Weekly)** Calendar

← Wed Sep 25 2019 → Weeks: 1 Days More Actions

	Sunday 9/22	Monday 9/23	Tuesday 9/24	Wednesday 9/25	Thursday 9/26	Friday 9/27	Saturday 9/28
7:00 AM							
8:00 AM		ENGL 1001 101 1114 202016	PHYS 3330 ROT 34276 202016		ENGL 101 101 1114 202016	PHYS 3330 ROT 34276 202016	
9:00 AM		ENGL 1001 101 34430 202016	ENGL 2000 102 1113 202016		ENGL 101 101 34430 202016	ENGL 2000 102 1113 202016	
10:00 AM			CISC 4431 ROT 33096 202016			CISC 4431 ROT 33096 202016	
11:00 AM			CISC 1900 104 10191 202016			CISC 1900 104 10191 202016	
12:00 PM							
1:00 PM							
2:00 PM			TV SECURITY & CERTICORP - WORKSHOP				
3:00 PM							
4:00 PM		ECON 2140 104 24096 202016		UPP TUTORING AFTER SCHOOL	ECON 2140 104 24096 202016		FOOTBALL WEB 1190
5:00 PM							
6:00 PM							
7:00 PM		FNBU 4404 101 31996 202016	FNBU 3442 101 31916 202016	FNBU 4404 101 31916 202016			
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

You can also select 2 or more weeks at a time on the Weekly Availability Grid:

KE 317
Keating Hall Room 317 PC Computer Classroom

Details List Availability (Daily) **Availability (Weekly)** Calendar

← Sun Sep 22 2019 → Weeks: 4 Days More Actions

	Sunday 9/22	Sunday 9/29	Sunday 10/6	Sunday 10/13	Monday 9/23	Monday 9/30	Monday 10/7	Monday 10/14	Tuesday 9/24	Tuesday 10/1	Tuesday 10/8	Tuesday 10/15	Wednesday 9/25	Wednesday 10/2	Wednesday 10/9	Wednesday 10/16	Thursday 9/26	Thursday 10/3	Thursday 10/10	Thursday 10/17	Friday 9/27	Friday 10/4	Friday 10/11	Friday 10/18	Saturday 9/28	Saturday 10/5	Saturday 10/12	Saturday 10/19
7:00 AM																												
8:00 AM					ENGL 1001 ENGL 1001 ENGL 1001				PHYS 3333 PHYS 3333 PHYS 3333 PHYS 3333								ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				PHYS 3333 PHYS 3333 PHYS 3333 PHYS 3333							
9:00 AM					ENGL 1001 ENGL 1001 ENGL 1001				ENGL 2000 ENGL 2000 ENGL 2000 ENGL 2000								ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				ENGL 2000 ENGL 2000 ENGL 2000 ENGL 2000							
10:00 AM									CISC 4431 CISC 4431 CISC 4431 CISC 4431									ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				CISC 4431 CISC 4431 CISC 4431 CISC 4431						
11:00 AM					BOOKS				CISC 1900 CISC 1900 CISC 1900 CISC 1900									ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				CISC 1900 CISC 1900 CISC 1900 CISC 1900						
12:00 PM																			ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				CISC 1900 CISC 1900 CISC 1900 CISC 1900					
1:00 PM																			ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				CISC 1900 CISC 1900 CISC 1900 CISC 1900					
2:00 PM																			ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				CISC 1900 CISC 1900 CISC 1900 CISC 1900					
3:00 PM					PHYS 3021 PHYS 3021 PHYS 3021				PHYS 3021 PHYS 3021 PHYS 3021									ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				PHYS 3021 PHYS 3021 PHYS 3021 PHYS 3021						
4:00 PM					ECON 214 ECON 214 ECON 214														ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001				ECON 214 ECON 214 ECON 214 ECON 214					
5:00 PM																			ENGL 1001 ENGL 1001 ENGL 1001 ENGL 1001									




COMPLETING THE EVENT FORM

Once in the **Event Form**, the left hand side shows the event status and fields yet to be completed. Make not of the fields that state “*Required*”. You will fill in your event details as follows:

- 1) Enter the **Event Name**; please do not use acronyms or abbreviations. Put the event name that would be publicly recognizable.

NOTE: This form is for event requests only and is not a confirmation. Submitting a request does not mean your space is confirmed.

Click on the information icon,  , for more information or instructions about that field.

Please note that this form is for event requests only and is not a confirmation. Submitting a request does not mean your space is confirmed.

Event Name - Required 

For events related to an academic course please provide the course number.


Joe's Event


Event Title 






Joe's Event with Pizza

- 2) Select an **Event Type**: (Most Events are classified as: Meetings, Lectures or Banquets) You can start typing in the search box where the auto-suggest feature will bring any event type with the characters you typed. If you find you often use the same Event Type(s), you can click on the star to make it a favorite.

Event Type - Required 

Select an item 

re| 

- Area Closed/Maintenance 
- Ceremony 
- Lecture/Presentation 
- Reception 
- Rehearsal/Audition 



- 3) Select a **Department or Sponsoring Organization** for this Event. This is usually your own department. Start typing any part of the organization to get a list of organization - this is the auto-suggest feature.

Department or Sponsoring Organization for this Event - Required ⓘ

Search organizations Remove

- AIDS **INSTITUTE** ☆
- AMERICAN ACADEMY **MCALLISTER INSTITUTE** ☆
- AP **INSTITUTES** PES ☆
- BECK **INSTITUTE** ON RELIGION AND POVERTY ☆
- CAMPION **INSTITUTE** ☆

- 4) Select the **Expected Head Count** and enter a brief **Event Description**. Make note of the additional details about the field by clicking on the information icon, ⓘ.

Expected Head Count - Required ⓘ

Event Description ⓘ

Please give a brief description of your event. Please know this information may appear on the website. Your description may also be edited as needed.

File | Insert | View | Format | Tools

← → **B** *I* U **A** **A** Font Family Font Sizes

- 5) Select the **Event Date and Time**; please choose the actual event start and end time. Please be cognizant of the a.m. and p.m. in the times you select. If your request will contain several dates, or several meeting time patterns, just enter the *first* meeting date/time pattern here.

Event Date and Time - Required ⓘ

Thu Sep 26 2019

9:00 pm

To:

10:00 pm



- 6) If the first, or only, date of your event begins and ends on the same date, check off the box stating so. If you uncheck this box, it is assumed the event is continuous from the first date indicated, to the last date indicated (spanning overnight hours).
For recurring events with several dates, that do not span the overnight hours, you will use the Repeating Pattern field to specify the additional dates (Step 8).

This event begins and ends on the same day

- 7) If you need setup or take down time please click on the **Additional Time** dropdown, only use *Setup* and/or *Takedown* setting.

- 8) If your event repeats, you have two options to add the additional dates and/or meeting time patterns: Click on the **Repeating Pattern** icon to choose if the repeat is Ad hoc, Daily, Weekly or Monthly.

Repeating Pattern

Pattern Picker ×

How does this event repeat?

- Ad hoc
- Daily
- Weekly
- Monthly

Cancel Select Pattern

Or, click on the calendar to add specific dates.

October 2019						
S	M	T	W	T	F	S
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09



Click on the **View All Occurrences** icon to open up a list of the dates you have chosen. Here you will be able to add Comments about those specific dates.

You will also be able to adjust the begin and end times for each individual date, if needed.

[View All Occurrences](#)

All Date Occurrences ×

Dates	Times	Extra Times	Comment	State	Remove
Thu Sep 26 2019	9:00 pm - 10:00 pm	Setup Time - Sep 26, 8:30 PM Takedown Time - Sep 26, 10:15 PM		Active	Remove
Thu Oct 10 2019	8:30 pm - 10:30 pm	Setup Time - Oct 10, 8:00 PM Takedown Time - Oct 10, 10:45 PM	Guest Speaker	Active	Remove
Fri Oct 25 2019	9:00 pm - 10:00 pm	Setup Time - Oct 25, 8:30 PM Takedown Time - Oct 25, 10:15 PM		Active	Remove
Mon Oct 28 2019	9:00 pm - 11:00 pm	Setup Time - Oct 28, 8:30 PM Takedown Time - Oct 28, 11:15 PM	Movie	Active	Remove

Note the ability to have different meeting time patterns within the same event request!

[Close](#)

If your event occurs in different locations when it repeats, you can edit that under **Event Locations**, which is next.

NOTE: The repeat option can only be used if your event repeats within the same fiscal year (July 1, 20xx – June 30, 20xx). If your event crosses over 2 fiscal years, they must go in as separate requests.

- 9) Select the **Event Locations**, if it has not already been selected through a location search:(See *Searching for Space in 25Live Pro* guide for specific instructions) If you have not selected your location already, you can perform a search by expanding the Location Search. Enter a space in the Search Locations field (such as Keating 204, McGinley, LL), or expand the Options drop down to choose by category (such as Conference Room), feature (Video-Conferencing), layouts (Banquet/Round/Tables), or capacity (Min: 25 – Max: 50).

Event Locations - Required ⓘ

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) McGinley ✕

Hint: Type - to use SeriesQL

More Options ^ Reset Search

Categories

Features

Layouts

Capacity between and



Use the **Hide Locations with Conflicts** and **Enforce Headcount** check boxes to limit the search to just locations that are available and suitable for the headcount indicated earlier.

After clicking on **Search**, you will receive a list of locations that fit the requested criteria.

Add	Name	Title	Capacity	Availability	Conflict Details
	DAGGER JOHN'S	Dagger John's, McGinley Center Basement, Rose Hill, Food Services Space	150	4/4	None
	MCG FACULTY DINING ROOM (RH)	McGinley Faculty Dining Room, McGinley Center, Rose Hill	50	4/4	None

Mouse over the Location Name, or click on it, to get more details and a picture of the location. Click on the **Request** icon to add that space to your event request.

NOTE: *If your event request has multiple dates and meeting times, it might be difficult to find one location available for all of those occurrences. You may need to divide your event into several different rooms. Please go to the end of the addendum at the end of this document, called **25Live Pro Advanced Location Search in Event Form**, for detailed instructions on choosing different locations for each occurrence of your event request.*

10) Click on View Occurrences to choose the furniture Layout (if that location does have multiple layout choices to choose from) and additional instructions you would like to add.

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>	Tables Around The Perimeter (Layout 3) (100) Circle Of Chairs (Layout 5) (100) Conference (Layout 7) (50) Lecture (Layout 8) (150) Reception (Layout 9) (100) Banquet Round Tables (Layout 11) (100) Classroom Style (Layout 13) (100) As Is - No Change (Layout 14) (100) Open Space (Layout 15) (100) U-shaped Conference (Layout 17) (100) See Diagram (100)		0
Thu Sep 26 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	See Setup Instructions (100) Setup Information Pending (150)	Podium needs to be in the center of the room.	
Thu Oct 10 2019	8:30 pm - 10:30 pm		<input type="checkbox"/>			
Fri Oct 25 2019	9:00 pm - 10:00 pm		<input checked="" type="checkbox"/>	Setup Information Pending (150)		
Mon Oct 28 2019	9:00 pm - 11:00 pm		<input type="checkbox"/>	Setup Information Pending (150)		



11) Event Resources can be requested for the event. Searching and requesting resources works in a similar fashion as Location Search. The resources (such as a free standing projector, microphone) can be requested for the entire event, by specific date, or instructions can be added by clicking on the View Occurances icon.

Event Resources ⓘ

Resources Search

Saved Searches (optional) video conf x

Hint! Type :- to use SeriesQL

More Options v Reset Search

Add	Name	Stock Total	Availability	Conflict Details
Request	LC Media Services-Video Conf SetupNeeded	5	4/4	None
Request	MCG Video Conference- RH 237	1	4/4	None
Request	RH Media Services-Video Conf SetupNeeded	5	4/4	None

▲ RH Media Services-Video Conf SetupNeeded

★ Add to favorites

Remove [View Occurances](#)


RH Media Services-Video Conf SetupNeeded


Date	Time	Conflicts	Included	Instructions	Quantity
Set For All			<input type="checkbox"/>		0
Thu Sep 26 2019	9:00 pm - 10:00 pm		<input checked="" type="checkbox"/>	Video conference with LL 111	1
Thu Oct 10 2019	8:30 pm - 10:30 pm		<input checked="" type="checkbox"/>	Video conference with LL 777	1
Fri Oct 25 2019	9:00 pm - 10:00 pm		<input checked="" type="checkbox"/>	Video conference with LL 777	1
Mon Oct 28 2019	9:00 pm - 11:00 pm		<input checked="" type="checkbox"/>	Video conference with LL 000	1

Close

Note: 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.)



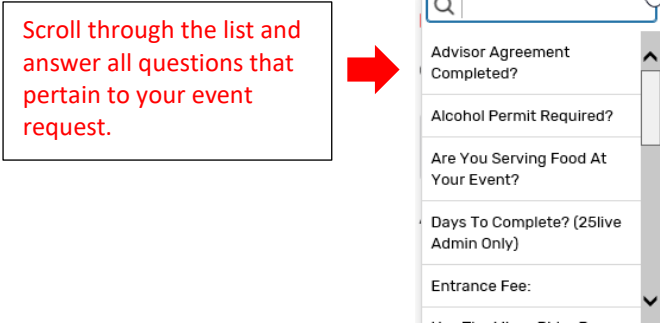
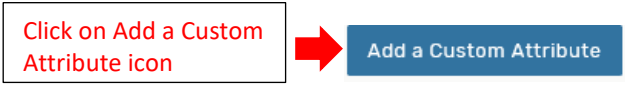
12) Additional Event Information is a series of questions requestors need to answer. The information gathered is important details needed by the Schedulers of the space being requested. All required questions will automatically appear on the Event Form, but it will be necessary to click on **Add a Custom Attribute** to see if any other event information question pertains to your event request. It is necessary to click on the more information icon, , for this section.

Additional Event Information 

Please complete all applicable questions below. As a reminder, food is not permitted in any academic classroom at Rose Hill. A Vice President or Dean's signature is required for use of the spaces listed, please indicate the name of the sponsor in the designated area below: Lincoln Center - 12th Floor Lounge, Plaza View Room, President's Dining Room, Pope Auditorium; Rose Hill - WL O'Hare Special Collections Room, WL Outdoor Terrace

• Is Alcohol Being Served At Your Event? No Yes


[Edit this custom attribute to add it to the event.](#)




You could skip this section if none of the questions pertain to your meeting. For example, a simple staff meeting will not require any of the additional services listed. But, for an event in the McGinley Ballroom, Tognino Hall, Walsh Library or an event hosting high school students you must answer some of the questions (Only answer questions when the answer is yes).

Example:

• Is Alcohol Being Served At Your Event? No Yes

✕ Name Of Sponsoring V P, Dean, Other: 

✕ Who Are Attendees? Stud, Fac, Alum, Public? 

✕ Will You Be Filming Your Event? No Yes



NOTE 1: The requester must make separate requests directly to Aramark for catering, facilities, or Media Services at RH or LC for non-academic media resource needs; at this time, 25Live does not allow you to book all of these services.

NOTE 2: A Vice President, Dean, or Director’s signature is required for use of some spaces, such as:

Lincoln Center – 12th Floor Lounge, Plaza View Room, President’s Dining Room, Pope Auditorium

Rose Hill – Walsh Library O’Hare Special Collections Room, Walsh Library Outdoor Terrace

Please indicate the name of the Sponsoring VP, Dean, Director, etc... in this area so the scheduler can follow up with necessary paperwork.

13) Contact Roles. Your name or corporate account will default to all of the fields. You may leave them in the default state. The Scheduler will change the name in that role once the event is approved.

Contact Roles for this Event

Requestor	Scheduler	Event Organizer
Smith, John	Smith, John	Jones, Robert

14) Event Categories. Click on the Edit icon and choose the Event Categories that are relevant to your event request. If you are offered this selection, at least 1 Event Category is required. It is suggested you choose the campus of your event.

Event Categories - Required

EDIT

X Lincoln Center Campus

15) The Comments field can be used to provide additional information. If you are submitting this request on behalf of someone else please use this section to indicate the name and contact information for the organizer of this event.

Comments ⓘ

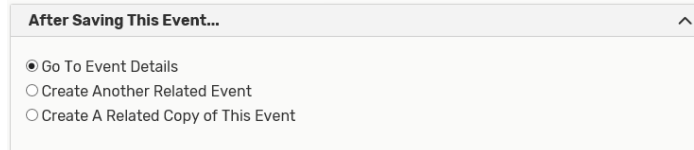
16) Event State, all requests for locations must be set to **Tentative**. Once a Scheduler reviews and approves the use of the location, the Event State will be changed and you will be notified.

Event State ⓘ

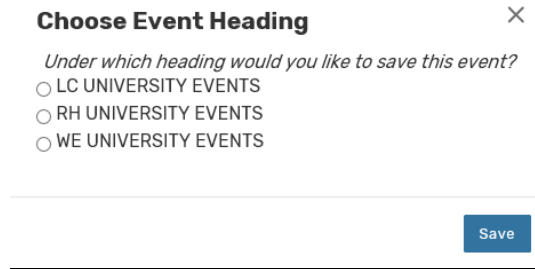
Tentative



17) **After Saving This Event...** is useful if you are going to continue creating other event requests that are similar in nature. You may want to create ‘Related’ events so they appear on reports and notification emails together. If the new event is going to contain much of the same details as the event request you just created (title, organization, event type, headcount), you can *Create A Related Copy of This Event* and then just edit the few details that are different. If there is no need to create a ‘Related’ event, you can just *Go To Event Details* to review your submission.

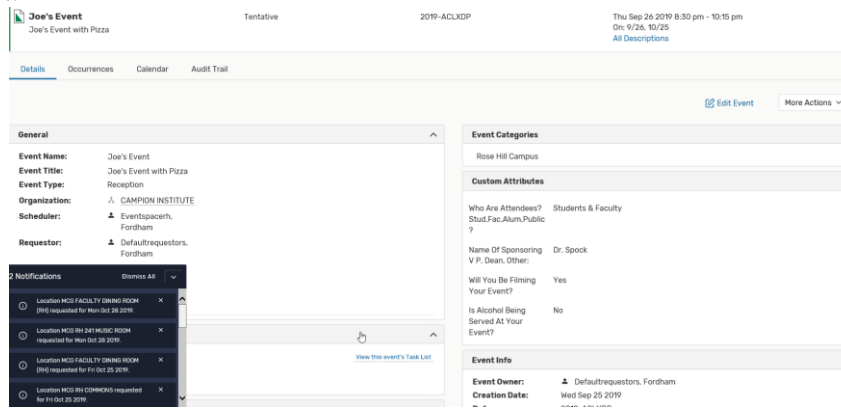


18) When saving the event you may get a pop up box asking you “Under which heading would you like to save this event?” You should choose the campus your event will be taking place. If you are scheduling an event that will be taking place across multiple campuses, just choose your home campus.



NOTE: If you are given a choice that says **“I Don’t Know”**, **do not choose this option.**

19) After saving your event request, there is a summary page where you can view or print your event details. This page is **NOT** a confirmation of your event. You will receive an email from the space scheduler for the space you requested, to your Fordham email address, approving or denying your event request.





Request Submission Q&A

Why doesn't my event show on the calendar immediately after I submit my request?

Only approved and confirmed events are displayed on the 25Live Pro calendar and availability grid. When an event is submitted, it is initially a tentative event. The event is not "approved" until the reservation coordinator for the spaces reviews the request and processes it accordingly, either to approve or deny it. You will receive a notification from the reservation coordinator of the space.

What should I do if the door for the space of my event is locked?

You must contact the Public Safety Office at your campus. It is best to have a copy of your event confirmation at hand when contacting the Public Safety Office.

Can I cancel a confirmed reservation and if so, how do I cancel it?

If you would like to cancel your event, you may do so by contacting the person from whom you received the confirmation email. You must request the cancellation in writing by sending an email to the reservation coordinator of the space.


What is the minimum amount of time required if I need to cancel a reservation?

You must notify the reservation coordinator as soon as possible about the cancellation but no later than 72 hours prior to the event. Please refer to your contract for any penalties associated with cancellation of events.

Can I allow my colleague to use a room that I have already reserved?

No, event reservations are not transferable. All confirmed events must be conducted in the manner stipulated in the confirmation. No changes or additions can be made unless confirmed in writing by the reservation coordinator.

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resources, and Reports. If you were accustomed to going back and forth between tabs, you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events; open another application of 25Live to Locations, another to Tasks, etc....

Online Help: On the top right-hand side of the 25Live site, click on the  link to go to documentation provided by Collegenet, the parent company of the 25Live application.



ADDENDUM

**25Live Pro Advanced Location Search in Event Form
for events with multiple dates & times**

If your event request has multiple dates and meeting times, it might be difficult to find one location available for all of those occurrences. You may need to divide your event into several different rooms. To do so, uncheck the **Hide Locations with Conflicts**, narrow down the search by campus or building, **Search**.

The search result may bring up three different types of room availability:

- **Unavailable** means the location is not available for any of the dates and meeting times.
- **Request** icon means the location is available for all dates and meeting times.



- **Request Available** icon means the location is available for *some* of the dates and meeting times, but not all.



Add	Name	Title	Capacity	Availability	Conflict Details
	MCD MAIN CAFETERIA	MAIN CAFETERIA, 1ST FLOOR, MCGINLEY CENTER, ROSE HILL	870	3/4	Conflict Details
Unavailable	MCD CAMPUS CENTER LOUNGE	McGinley Campus Center Lounge, 2nd Floor, McGinley Center, Rose Hill	550	0/4	Conflict Details
	MCD FITNESS CENTER	McGinley Fitness Center, Basement, McGinley Center, Rose Hill	510	4/4	None
Unavailable	MCD BALLROOM	Ballroom, 2nd Floor, McGinley Center, Rose Hill	500	0/4	Conflict Details

The **Conflict Details** link will provide you with more details about which dates or times are creating the conflict.

You may click on the **Request** or **Request Available** icons to choose several different rooms, then scroll down and go to the **View Occurrences** field to choose which room you want assigned to which dates or meeting times.



In this example, McGinley RH Commons and McGinley 241 and McGinley Student Lounge were chosen. When View Occurances is opened, check off the dates you want to assign that room to your event.

McG RH COMMONS

✦ Add to favorites

Location Title: McGinley Rose Hill Commons, 2nd Floor, McGinley Center, Rose Hill

Capacity: 150

Included dates:
Fri Oct 25 2019

[Remove](#) [View Occurrences](#)

McG RH 241 MUSIC ROOM

✦ Add to favorites

Location Title: McGinley 241 Music Room, 2nd Floor, McGinley Center, Rose Hill

Capacity: 80

Included dates:
Mon Oct 28 2019

[Remove](#) [View Occurrences](#)

McG STUDENT LOUNGE (RH)

✦ Add to favorites

Location Title: McGinley Student Lounge, Basement, McGinley Center, Rose Hill

Capacity: 50

Included dates:
Thu Oct 10 2019

[Remove](#) [View Occurrences](#)

McG RH COMMONS ✕

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All						
Thu Sep 26 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	Setup Information Pending (150)	Please confirm your desired room setup no.	0
Thu Oct 10 2019	8:30 pm - 10:30 pm		<input type="checkbox"/>	Setup Information Pending (150)	Please confirm your desired room setup no.	0
Fri Oct 25 2019	9:00 pm - 10:00 pm		<input checked="" type="checkbox"/>	Setup Information Pending (150)	Please confirm your desired room setup no.	0
Mon Oct 28 2019	9:00 pm - 11:00 pm		<input type="checkbox"/>	Setup Information Pending (150)	Please confirm your desired room setup no.	0

[Close](#)

McG RH 241 MUSIC ROOM ✕

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All						
Thu Sep 26 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	Setup Information Pending (80)	Please confirm your desired room setup no.	0
Thu Oct 10 2019	8:30 pm - 10:30 pm		<input type="checkbox"/>	Setup Information Pending (80)	Please confirm your desired room setup no.	0
Fri Oct 25 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	Setup Information Pending (80)	Please confirm your desired room setup no.	0
Mon Oct 28 2019	9:00 pm - 11:00 pm		<input checked="" type="checkbox"/>	Setup Information Pending (80)	Please confirm your desired room setup no.	0

[Close](#)

McG STUDENT LOUNGE (RH) ✕

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All						
Thu Sep 26 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	As Is - No Change (Layout 14) (120)	For assistance during the event, please call.	0
Thu Oct 10 2019	8:30 pm - 10:30 pm		<input checked="" type="checkbox"/>	As Is - No Change (Layout 14) (120)	For assistance during the event, please call.	0
Fri Oct 25 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	As Is - No Change (Layout 14) (120)	For assistance during the event, please call.	0
Mon Oct 28 2019	9:00 pm - 11:00 pm		<input type="checkbox"/>	As Is - No Change (Layout 14) (120)	For assistance during the event, please call.	0

[Close](#)



Click on View Occurrences to choose the furniture Layout (if that location does have multiple layout choices to choose from) and additional instructions you would like to add.

MCG RH COMMONS						
Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>	Tables Around The Perimeter (Layout 3) (100) Circle Of Chairs (Layout 5) (100) Conference (Layout 7) (50) Lecture (Layout 8) (150) Reception (Layout 9) (100) Banquet Round Tables (Layout 11) (100) Classroom Style (Layout 13) (100) As Is - No Change (Layout 14) (100) Open Space (Layout 16) (100) Unshaped Conference (Layout 17) (100) See Diagram (100)		0
Thu Sep 26 2019	9:00 pm - 10:00 pm		<input type="checkbox"/>	See Setup Instructions (100) Setup Information Pending (150)		
Thu Oct 10 2019	8:30 pm - 10:30 pm		<input type="checkbox"/>	See Setup Instructions (100) Setup Information Pending (150)	Podium needs to be in the center of the room.	
Fri Oct 25 2019	9:00 pm - 10:00 pm		<input checked="" type="checkbox"/>	Setup Information Pending (150)		
Mon Oct 28 2019	9:00 pm - 11:00 pm		<input type="checkbox"/>	Setup Information Pending (150)		