



EVENT SCHEDULING AND ROOM REQUESTS:

This document will walk you through how to set up an event in 25Live. This process is the same whether you're reserving a classroom or hosting an event in Margery Reed or Daniels. If you want to host an event in Joy Burns, please contact Kristen DuFour at Kristen.DuFour@du.edu.

Please note, if you're hosting an event, completing this process can also trigger the event to appear on the [Daniels Events Calendar website](#) and on the bathroom calendars.

DIRECTIONS FOR 25LIVE:

All individuals are now required to fill out their own room/calendar request. This applies to room reservations as well as requesting a calendar announcement. This includes the following rooms: the Schneider Boardroom, Marcus Commons, Ruschmeyer Conference Room, Reiman Theatre, Margery Reed Boardroom and all non-academic classrooms in Daniels and Margery Reed.

First, go to: [https://25live.collegenet.com/du/#home_my25live\[1\]](https://25live.collegenet.com/du/#home_my25live[1])

You'll need to hit "sign in" and use your 87 number and PioneerWeb password to log in.

Create an Event (this is for both, room reservations and calendar announcements)

- Click on the tab "Event Wizard" to create an event and/or reserve a room.
- Fill out all required fields
- In the *Primary Organization* field type, enter the category your event or meeting falls under:
 - DCB (*for departments or organizations not associated with Career Services, Undergraduate Programs or Graduate Admissions*)
 - DCB Career Services
 - DCB Undergraduate Programs
 - DCB Graduate Admissions
 - For departments not associated with Daniels enter the academic unit, college or organization that is requesting the event in 25Live
- Once all fields are complete > Next
- Fill out the required head count field > Next
 - *Optional:* fill out the description box > Next
 - Include a description of your event and the purpose
 - Include the registration link (if applicable)

- Include location of event if it is off campus or takes place in an event space not listed in 25Live (Ex. Marcus Commons or Reiman Theater Foyer)
- Repeating Event (Yes or No) > Next
- Dates and times > Next
 - If pre-set up or take down time is required, please specify the time in minutes, hours or days prior to the start time of your event.
- Location
 - If you are reserving a room search by Location, generally starting with DCB or MRH.
- Custom Attributes - **Very important**
 - A budget number is not required for Daniels faculty/staff/student(s).
 - A budget number is required for all Daniels external departments and organizations.
 - If an academic department or unit is hosting/sponsoring an external organization that is outside of the DU community, the department will assume all responsibility for charges associated with the event. If the academic department chooses to not be responsible for charges the external organization **MUST** be referred to DU Conference and Event Services for room reservations and event planning assistance.
- Contacts for this Event
 - This should automatically populate with your information. If you're filling this out for someone else, you can include their information.
- Select Categories
 - **If you want your information posted to the Daniels Web Calendar check the Publish to Web box** (at the bottom of all of the calendar options)> Next
- Verify or Change
 - Your event should come up as tentative. Hit save and you'll be notified once your reservation is confirmed.

PLEASE NOTE:

We need to ensure that all Daniels academic courses (those with a CRN) are scheduled in classrooms for each term before we can open up the calendar. Therefore, we have revised the advance booking time to 1-month prior to the start of each term. If requests are submitted prior to that time they will be denied/canceled. Check the [Events website](#) for booking dates.

All reservations will receive an email confirmation within 48 business hours. This email will include all or part of the following:

Please read the following as additional action may be required to ensure a successful event.

Your reservation is confirmed.

Monica Humble, PMP®, Notary Public
 Director Operations
 Daniels College of Business
Monica.Humble@du.edu
 303.871.4832

IF YOU REQUIRE ADDITIONAL SERVICES PLEASE SEE THE LINKS BELOW:

Technology:

- Marcus Commons, Daniels College (Projection, microphones, podium)
- Schneider Board Room, Daniels College (Projection)
- Margery Reed Board Room, Margery Reed Hall (Projection) – Door Code 6543*
- Reiman Theatre, Margery Reed Hall (Projection, microphones, podium)

If your event requires the above technologies please fill out a tech support request here: support@du.edu (24 hours advance notice is required). This will ensure your event is setup correctly. All users requesting support **must** supply any adaptors necessary to connect your computer to HDMI technology.

Please note: Event spaces require assistance from the department of Digital Media Services.

Digital Media Service Requests:

- If your event requires Audio Visual technology (such as microphones, projectors, or you will need to display any visual content etc.), please submit a request through this site: <http://library.du.edu/services/media-support/event-media-request.html>.

All requests must be made at least 7 calendar days prior to the event. Any requests made within this 7 day period may not be accommodated and, if accommodated, will be charged a 50% late fee.

- If you need assistance setting up technology that is already included within classrooms, please call Classroom Support: 303-871-3595, or email: classrm-support@du.edu to schedule a "meet and greet."
- Classroom Support offers various services to both the University and the community, including booking "meet and greet" services, as well as additional services in advance. We are the campus-wide solution for AV in general classrooms, and other helpful troubleshooting and/or maintenance reporting links can be found at this link: <http://library.du.edu/services/classroom-support/>

Facilities - Please ensure if food is served you **request facilities cleanup** after your event here: <http://fac-work-orders.du.edu:81/home.html>. This is in addition to your catering request.

Catering - <https://duflavours.catertrax.com>

Event Support - Email danielsevents@du.edu

Parking - <https://www.du.edu/parking/events/index.html>