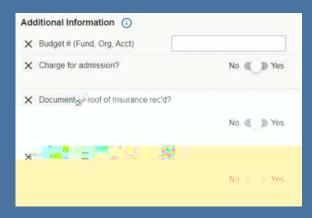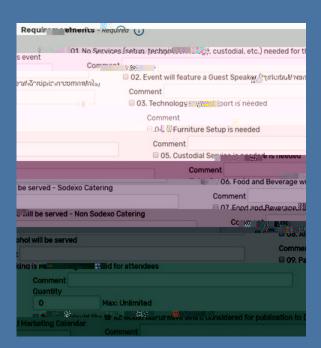## Event Date and Time

- **Start Time and End Time fields should indicate
  the ACTUAL event time
   timeframe attendees will be
  present**

  **When an event spans multiple da s
  requests should indicate the event
  repeats   See Repeating Event notes
  below**

Repeating Pattern

- If our event repeats click on the Repeating Pattern button and select a repeating pattern from the drop down list
- Dail Weekl Monthl event patterns allow ou to select a Repeats through date
- Ad Hoc allows ou to select the specific dates using the Calendar

Additional Information ⓘ

✕ Budget # (Fund, Org, Acct) [   ]

✕ Charge for admission?   No ⚪ Yes

✕ Document - Proof of Insurance rec'd?

No ⚪ Yes

No ⚪ Yes

•

Event Contacts ⓘ

Requirements - *Required* ⓘ

☐ 01. No Services (setup, technology, custodial, etc.) needed for this event

Comment

(event topic in comments)

☐ 02. Event will feature a Guest Speaker (include name and topic in comments)

Comment

☐ 03. Technology support is needed

Comment

☐ 04. Furniture Setup is needed

Comment

☐ 05. Custodial Services support is needed

Comment

be served – Sodexo Catering

☐ 06. Food and Beverage will

will be served - Non Sodexo Catering

☐ 07. Food and Beverage

Comment

hol will be served

☐ 08. Al

Comment

king is required for attendees

☐ 09. Pa

Comment

Quantity

0   Max: Unlimited

☐ 10. Would like to have event considered for publication to Marketing Calendar

Comment

Comments

- Use this field to provide an additional information that would be helpful for the Location Approver when reviewing our reservation request
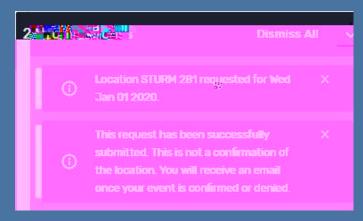- Do not include event description information here

Terms and Conditions

- You must Select I agree to complete the Event Form and successfull Save the request

Before Saving

- You will have the option to choose to be directed to the Event Details page Create Another Related Event or Create A Related Cop of This Event

After Saving

- After saving ou will receive a pop up notification indicating the location s ou requested and if our request was successfull submitted