**A Guide to 25Live**

**Scheduling Guidelines**
Requests to reserve locations that are managed by the Office of Events and Conference Services (ECS), such as Pryzbyla Center rooms and outdoor spaces, are reviewed by the Assistant Director, Scheduling and Event Planning on a rolling basis. Co-curricular event requests for classroom spaces are reviewed by the Assistant Director, Scheduling and Event Planning starting the business day after the add/drop period ends each semester. Any co-curricular event requests that specifically request the use of classroom space and take place prior to or during the add/drop will not be confirmed.

Event requests that require coordination with Facilities Management or Chartwells must be submitted at least one month in advance. Events with more complex needs should be submitted at least eight weeks in advance to allow for proper coordination. Once the event has been confirmed, it is assigned to an ECS staff member who will work with the requester to plan the event.

**Scheduling Considerations**
ECS considers the following when evaluating requests for spaces:
- The availability of the space
- The best use of the space and any related facilities, and their suitability to various activities and functions in consultation with the appropriate building administrators
- The appropriateness of the request in relation to the mission of the University, and local and federal policies, laws, and regulations
- If the event may disrupt normal University functions or pose a risk to members of the University, their guests, or members of the public

**Accessing 25Live for the First Time**
Navigate to events.cua.edu to access Catholic University’s 25Live page. Select “Sign In” in the top right corner of the page.
A pop-up window will appear. Type your Catholic University credentials into the username and password fields. Please note: @cua.edu should be left off the username entry. Select “Sign In.”

After you are logged in, you can access 25Live’s event form, the events calendar, and the availability grid using the “More” menu at the top right side of the page.

Viewing a Space’s Availability
Click “More” at the top right side of the page, and select “Availability.” Here, 25Live provides a graph depicting spaces’ availability. You can switch between campus buildings by using the drop down menu in the center of the screen.

Please ensure the box next to “Include Requested” is selected. This will prompt 25Live to display pending event requests on the grid as “(Private)” events with green and gray squares, as seen below. Tentative events will populate in yellow, and confirmed events will appear in green.

You can switch between dates by using the drop down calendar function.
Submitting a Request in 25Live
To submit an event request, click “Event Form” at the top of the page.

**Event Type**
From the drop-down menu, choose the event type. Select the type that best categorizes your event.

![Event Type](image)

**Primary Organization for this Event**
Under the Primary Organization for this Event heading, provide the name of the organization that is planning the event. The Assistant Director, Scheduling and Event Planning determines the ECS point of contact based on the primary organization.

If multiple organizations are coordinating an event, you can add additional organizations by selecting the “edit” button under Additional Organization(s) for this Event.

![Primary Organization](image)

**Expected Attendance**
Please provide the expected attendance for the event. 25Live filters out spaces based on the estimated headcount.

![Expected Attendance](image)
Event Description
Provide background information for an event in the Event Description field. Is there an outside organization sponsoring the event? Will there be any VIPs in attendance? Will there be media present? These details provide important context for ECS to consider when coordinating events.

Event Date
Select the event date in the drop-down calendar, and provide meeting’s start time and the meeting’s end time.

Additional Time
The additional time feature allows you to build in your arrival and departure time into the reservation.

If your team will be on-site before the event begins, list how far in advance you will arrive under Pre-Event Time. If you know you will need time after the event to clean up, please include this time under Post-Event Time.
The Assistant Director, Scheduling and Event Planning will update the reservation to build in Setup Time and Takedown Time to reflect the time ECS or Facilities need to set the space.

Repeating Events
If the event repeats, you can select all of the event occurrences under Repeating Events instead of submitting individual event requests. To do so, click the “Repeating Pattern” button.
In the pop-up window, select the desired pattern from the drop-down menu and click “Select Pattern.”

For ad hoc events, you can select the event dates on the provided calendar below the “Repeating Pattern” button.

Daily events can be repeated through a specific date or for a set number of occurrences.
Weekly meetings can be repeated weekly, bi-weekly, every third week, and so on. You can select which day of the week from the menu and for how many weeks the event repeats.

Pattern Picker

Choose how you would like this to repeat: Weekly

Repeats every:

week

Repeats on:

Sun Mon Tue Wed Thu Fri Sat

Repeats through:

Sun Jan 01 2023

Ends after [iterations]

Monthly meetings can be repeated every month, every other month, every third month, and so on. You can select whether the event repeats by day (i.e. every month on the eighth) or by position (i.e. every second Thursday).

Pattern Picker

Choose how you would like this to repeat: Monthly

Repeats every:

month

Repeat by Day:

Repeat on the First Sunday

Repeat by Position:

Repeat day pattern:

Repeat on the First Sunday

Repeats through:

Sun Jan 01 2023

Ends after [iterations]
After selecting the repeating pattern, you can click on “View All Occurrences” under the calendar to view the list of event dates.

This menu allows you to update event times as needed, especially if each of the meetings take place at different times. You can use the drop-down menu under the “Times” column to adjust the times as necessary.

**Locations Search**
You can use the location search bar to generate a list of spaces that fit your head count and availability.
If your preferred space is available, you can select “Reserve” next to the location’s name.

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>—</th>
<th>Title</th>
<th>Default Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>GREAT ROOM B</td>
<td>—</td>
<td>Pryzbyla Great Room B</td>
<td>570</td>
<td>1/1</td>
<td>None</td>
</tr>
</tbody>
</table>

If a conflict appears for repeating events, you can request the space for the available dates by selecting “Reserve Available” and return to the location search bar to find spaces for the remaining dates.

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>—</th>
<th>Title</th>
<th>Default Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Available</td>
<td>HAPPEL ROOM</td>
<td>Monsignor Stephen P. Happel Room - Caldwell 100</td>
<td>56</td>
<td>2/4</td>
<td>Conflict Details</td>
<td></td>
</tr>
</tbody>
</table>

*Additional Event Information*

Under additional event information, you can provide more information for the ECS team to consider through the event planning process.

- **Name of the caterer:** share the name of the caterer, if applicable. You can write TBD if you are unsure. If the event is not catered, please write “n/a.”

- **Will alcohol be served?:** please indicate if alcohol will be served at your event.

- **Name of org providing and serving alcohol:** please provide the name of the vendor providing this service for your event. If your event is not serving alcohol, please write “n/a.”

- **Please describe your room setup in detail:** provide a detailed outline of your requested setup in this field, including if your event setup will be supported by external vendors.

  Writing “n/a” or “TBD” in this field may result in a delay in the confirmation process.
Contact Roles for the Event
The person coordinating the event should be listed as the requester and scheduler. If multiple people are involved in the event planning process, add their name to the “Additional Point of Contact” field. Please note: only users who have a 25Live account can be generated as the requester, the scheduler, or the additional point of contact.

Leave the “Events and Conference Srvs Contact” field blank. The Assistant Director, Scheduling and Event Planning uses this field to assign the event to an ECS point of contact.

Requirements
If an event needs audio-visual support from the ECS team, please select the box next to “What tech/AV will your event require?” Provide a specific description in the field, especially if the technology is not readily available (i.e. microphones, laptops, sound systems, etc.). If the button is not checked, your needs will not be pulled on our technology team’s event report.
Comments, Event State, Save
You can leave additional notes or details for the ECS team to consider in the Comments field.

Requesters should leave the Event State as “Draft” and select “I agree” under Terms and Conditions and select “Save.” After clicking save, the request is routed to the Assistant Director, Scheduling and Event Planning for review.
After Submitting the Event Form
The Assistant Director, Scheduling and Event Planning reviews events on a first come, first served basis in the order of event date. Events taking place in the current semester receive priority over events later in the year. Please allow a few business days for the Assistant Director to receive and review your request.

Upon receiving an event request, the Assistant Director will switch the event state to “tentative” while the event is under review. Requesters will receive an email notifying them of the state change. While the event is in the tentative state, the Assistant Director, Scheduling and Event Planning will reach out to the requester should they have any questions regarding an event’s needs.

After the Events and Conference Services team thoroughly reviews an event request, the state will be changed from “tentative” to “confirmed.” Spaces are not reserved until event requesters receive a confirmation email from the Office of Events and Conference Services team. The confirmation email will have the requester’s ECS point of contact copied on the email. Requesters should reach out to their ECS point of contact to coordinate event logistics such as setup needs and audio-visual support.

Modifying an Event Request
If you want to edit (adjust the date, time, or space) your event request before receiving an event confirmation, please reach out to the Assistant Director, Scheduling and Event Planning via email with the requested changes.

If you want to edit (adjust the date, time, or space) your event request after receiving an event confirmation, please reach out to the Assistant Director, Scheduling and Event Planning and the ECS point of contact assigned to the event via email with the requested changes.

If you want to cancel your event or pending event request, please email the Assistant Director, Scheduling and Event Planning with the cancellation request.

Tips to Expedite the Confirmation Process
Review the 25Live Availability Grid before filling out an event form to see which spaces may already have pending requests in the queue.

Clearly define the event start time and end time, along with your team’s arrival and departure times.

Use the repeating pattern function rather than submitting several space requests. If the Assistant Director, Scheduling and Event Planning receives individual requests for repeating meetings, they will combine all of the meetings under one listing.

Please be as descriptive as possible when filling out the 25Live event form. There may be a delay in reviewing and confirming event details if requests do not include relevant information such as setup and technology needs.

Please budget for extra review and approval time when requesting the spaces listed below.
All of these locations require administrator approval before an event can be held in the space. The Assistant Director, Scheduling and Event Planning sends the event request to the administrator for approval before confirming the request in 25Live.

For Further Assistance
Contact the Office of Events and Conference Services at 202-319-5291 or email Lauren Costello, Assistant Director, Scheduling and Event Planning at costellol@cua.edu.