

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.”

Sign In



Please use your network login. If you have a problem logging in, please contact techsupport@cua.edu.

Username

Password

Cancel

Sign In

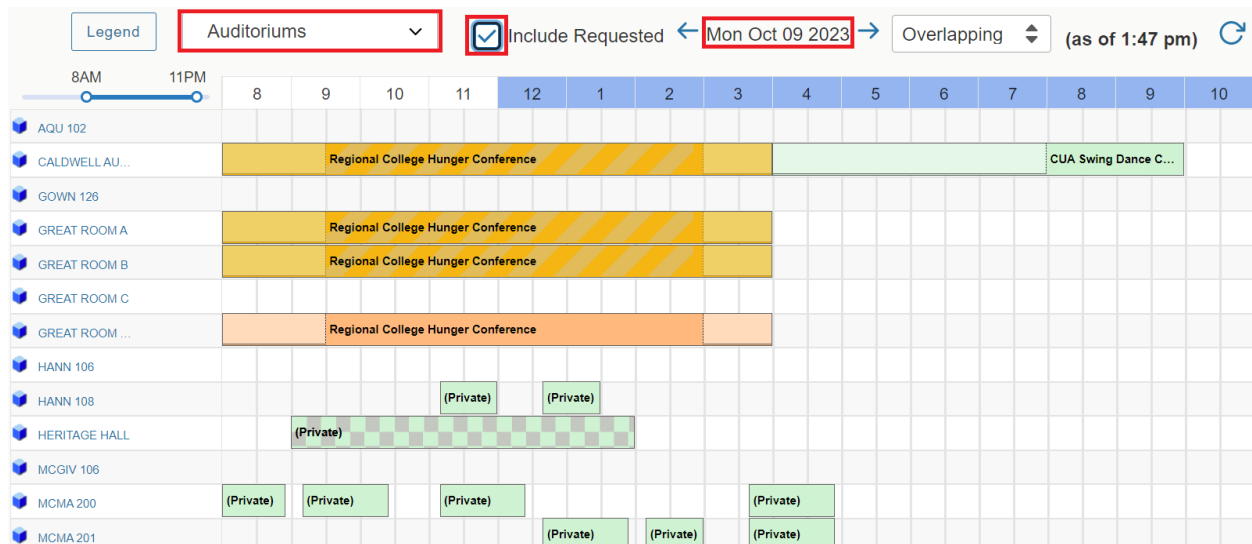
After you are logged in, you can access 25Live’s event form, the events calendar, and the availability grid using the “More” menu at the top right side of the page.

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 - Required (i)

A dropdown menu with a search bar at the top containing the text "Select from Types". Below the search bar, there is a list of event types: "Banquet", "Calendar Announcement", "Camp", and "Ceremony". Each item has a star icon to its right. The "Banquet" item is currently selected.

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*.

The form contains two sections. The first section is titled "Primary Organization for this Event - Required" with an information icon. It has a search box with the placeholder text "Search organizations" and a "Remove" button. The second section is titled "Additional Organization(s) for this Event" with an information icon. It contains a blue "EDIT" button.

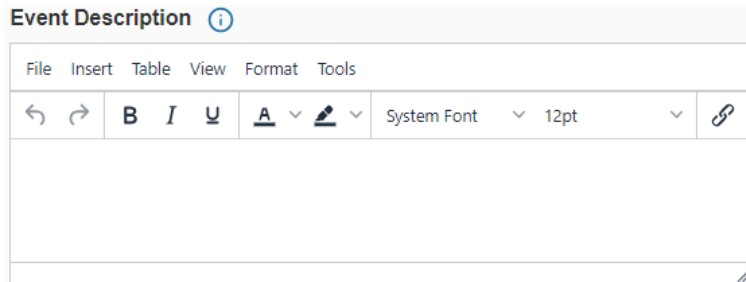
Expected Attendance

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

The form has a section titled "Expected Attendance - Required" with an information icon. Below the title is a simple rectangular text input field.

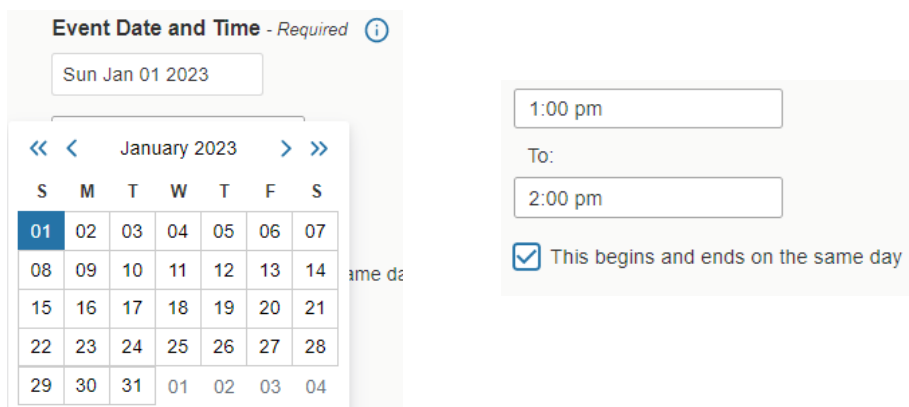
Event Description

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.



S	M	T	W	T	F	S
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

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.

Additional time

Setup Time
0 Days 0 Hours 0 Minutes

Pre-Event Time
0 Days 1 Hours 0 Minutes

Post-Event Time
0 Days 1 Hours 0 Minutes

Takedown Time
0 Days 0 Hours 0 Minutes

Reservation Start:
Sun Jan 01 2023 12:00 pm

Reservation End:
Sun Jan 01 2023 3:00 pm

Reservation Duration:
3 Hours

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.

Repeating Pattern

In the pop-up window, select the desired pattern from the drop-down menu and click “Select Pattern.”

Pattern Picker ×

Choose how you would like this to repeat

Does Not Repeat ▾

Does Not Repeat

Ad hoc

Daily

Weekly

Monthly

Cancel Select Pattern

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

Calendar for January 2023. The days 01, 17, 26, and 31 are highlighted in blue. The calendar shows the following dates: 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, 10, 11.

Daily events can be repeated through a specific date or for a set number of occurrences.

Pattern Picker

Choose how you would like this to repeat Daily ▾

Repeats every day ▾

Repeats through Sun Jan 01 2023

Ends after 1 iterations

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

Repeats every

Repeats on
 Sun Mon Tue Wed Thu Fri Sat

Repeats through

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

Repeats every

Repeat by Day

Repeat from [Remove Day](#)

[Add Repeat Day](#)

Repeat by Position

Repeat day pattern

Repeat on the

[Remove Position](#)

[Add Repeat Position](#)

Repeats through

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.

[View All Occurrences](#)

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.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations	Include Only Missing Resources	View Included				
Include In Search	Dates	Times	Extra Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Sun Jan 01 2023	1:00 pm 2:00 pm	Pre-Event Time - Jan 1, 12:00 PM Post-Event Time - Jan 1, 3:00 PM		Active	Remove
<input checked="" type="checkbox"/>	Tue Jan 17 2023	1:00 pm 2:00 pm 12:30 pm 1:00 pm 2:00 pm 2:30 pm 3:00 pm 2:00 pm	Pre-Event Time - Jan 17, 12:00 PM Post-Event Time - Jan 17, 3:00 PM		Active	Remove
<input checked="" type="checkbox"/>	Thu Jan 26 2023	1:30 pm 2:00 pm 2:30 pm	Pre-Event Time - Jan 26, 12:00 PM Post-Event Time - Jan 26, 3:00 PM		Active	Remove
<input checked="" type="checkbox"/>	Tue Jan 31 2023	2:00 pm	Pre-Event Time - Jan 31, 12:00 PM Post-Event Time - Jan 31, 3:00 PM		Active	Remove

Locations Search

You can use the location search bar to generate a list of spaces that fit your head count and availability.

Locations ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

If your preferred space is available, you can select “Reserve” next to the location’s name.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve	GREAT ROOM B	Pryzbyla Great Room B	570	1/1	None

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.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve Available	HAPPEL ROOM	Monsignor Stephen P. Happel Room - Caldwell 100	56	2/4	Conflict Details

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.


Additional Event Information ⓘ

* NAME OF CATERER 

* WILL ALCOHOL BE SERVED? No Yes

* NAME OF ORG PROVIDING & SERVING ALCOHOL 

* PLEASE DESCRIBE YOUR ROOM SETUP IN DETAIL (tables, chairs, linen, etc.)



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](#).

Contact Roles for this Event ⓘ

REQUESTOR	SCHEDULER	Additional Point of Contact
<input type="text" value="USER"/>	<input type="text" value="USER"/>	<input type="text" value="USER"/>
		Remove

Events and Conference Srvs 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.

Requirements ⓘ

WHAT TECH/AV WILL YOUR EVENT REQUIRE? Only check the box if you need tech.

Comment

Comments, Event State, Save

You can leave additional notes or details for the ECS team to consider in the *Comments* field.

Comments ⓘ

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.

Event State - Required ⓘ

Draft ▾

Terms and Conditions - Required

Users of The Catholic University facilities agree to abide by all policies as well as applicable District of Columbia and Federal laws and regulations, including but not limited to:

Parking: Contact Transportation and Parking Services for more information at [Parking](#)

Event Publicity: All fliers publicizing events on campus must be in accordance with the posting policy. [Posting](#)

ADA Accommodations: Catholic University must ensure that all of its programs and activities are accessible to those who wish to attend; resources can be found online with Disability Support Services. [DSS](#)

Food: Food or beverages are not permitted in classrooms or academic auditoriums.

Co-sponsored events: Events that are co-sponsored by organizations not directly affiliated with The Catholic University of America may require additional approval and are subject to the Events and Conference Services Co-Sponsorship Guidelines located at [Co-Sponsored Events](#)

In the event of an emergency or problem with the facility, contact Public Safety at x5111. If the university experiences an emergency closing, due to inclement weather or otherwise, then all events are cancelled. Call x5000 or check Catholic University homepage for updated information. [Catholic University Home](#)

Please note that if your request is submitted less than two weeks from your event, resources might be limited.

I agree

Cancel Preview **Save**

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.

- Craves Family Alumni Center
- Hartke Theater
- Kane Sport Court
- Maloney Pavilion
- May Gallery
- McInerney Auditorium
- McMahon Foyer
- Murphy's Grille
- Scullen Room
- University Lawn
- University Mall
- Ward Recital Hall

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 costello@cu.edu.