

How to use the Event Form – Faculty and Staff

Event Name: Enter the name you wish to give to your event.

Event Name - Required ⓘ

Please enter a value for required fields (Event Name)

Event Type: Select the appropriate classification for your event, from:

- Conference
- Meeting
- Outdoor Event
- Outdoor Signage
- Student Organization Event (Indoor)

Event Type - Required ⓘ

Please enter a value for required fields (Event Type)

Primary Organization: Select the appropriate classification for your organization.

Primary Organization for this Event - Required ⓘ

Please enter a value for required fields (Primary Organization for this Event)

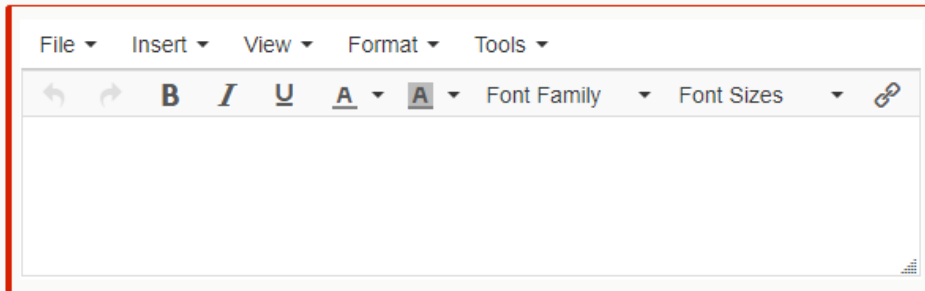
Expected Head Count: Enter the number of people who will attend the event.

Expected Head Count - Required ⓘ

Please enter a value for required fields (Expected Head Count)

Event Description: Provide a brief description of your event.

Event Description - Required 



Please enter a value for required fields (Event Description)

Event Date and Time: Enter the date and time from event start to event ends.

Event Date and Time - Required

Sat Dec-21-2019

9:00 am

To:


10:00 am

This event begins and ends on the same day

Event Duration:
1 Hour

Additional Time: Indicate whether the event requires:

- additional time before the event (Yes/No)
- additional time after the event (Yes/No)

Additional time 

Pre-Event Time
0 Days 0 Hours 0 Minutes

Post-Event Time
0 Days 0 Hours 0 Minutes

Reservation Start: **Sat Dec-21-2019 9:00 am**
Reservation End: **Sat Dec-21-2019 10:00 am**

Reservation Duration:
1 Hour

Repeating Pattern:

Pattern Picker ✕

How does this event repeat?

Choose how this event repeats:

- **Does Not Repeat:** Event will not have additional occurrences
- **Ad Hoc Repeats:** Occurrences will be selected manually
- **Daily Repeats:** Occurrences will be daily, through end date
- **Weekly Repeats:** Occurrences will be weekly, through end date
- **Monthly Repeats:** Occurrences will be monthly, through end date

View All Occurrences:

All Date Occurrences ✕

Dates	Times	Comment	State	Remove
Sat Dec-21-2019	<input type="text" value="9:00 am"/> <input type="text" value="10:00 am"/>	<input type="text"/>	Active <input type="text"/>	<input type="button" value="Remove"/>

Event Locations: Enter a location name to see matching rooms.

Locations may be browsed via the [Availability](#) view on the dashboard

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) Harper x

(i) Hint! Type :: to use SeriesQL.

More Options Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	A-Frame Sign - Harper Flame	Outdoor Signage - Harper Flame Sign	1	1/1	None
Request	HARP 2060	Harper Center - Rm 2060 - Classroom	24	1/1	None
Request	HARP 2084	Harper Center - Rm 2084 - Classroom	34	1/1	None
Request	HARP 2nd Floor Atrium	Harper Center - 2nd Floor Atrium - Atrium	400	1/1	None
Request	HARP 3023 Entire	Harper Center - Rm 3023 Entire - Meeting	240	1/1	None

Show only my authorized locations that have no time conflicts: Hide any search result with time or permission conflicts.

Enforce head count: Hide any search result with a maximum headcount less than the event head count.

Selected Location Details:

HARP 3023 Entire Harper Center - Rm 3023 Entire - Meeting Room **Capacity: 240** ☆

Date	Time	Conflicts	Layout	Instructions	Attendance
Sat Dec-21-2019	9:00 am - 10:00 am		Custom Setup ▾	Setup: AV: ▾	<input style="width: 50px;" type="text"/>

Remove View Occurrences

View Occurrences:

HARP 3023 Entire							×
Date	Time	Conflicts	Included	Layout	Instructions	Attendance	
Set For All							
Sat Dec-21-2019	9:00 am - 10:00 am	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom Setup (240)	Setup: AV.		

[Close](#)

Contact roles for this Event:

Please enter a value for required fields (Event Locations)

Contact Roles for this Event - Required

Academic Scheduler: Findley, Logan [Event Scheduler] ☆ ▼

Requestor: Joshi, Binaya ☆ ▼

Additional Contact: Search contacts ▼

Academic Scheduler: Refers to the approver of the request. This field will automatically populate based on the location of the event, and does not to be changed.

Requestor: Refers to the user making the request. This field will automatically populate based on the login information of the current request, and does not need to be changed.

Additional Contact: Refers to any other users who should receive the reservation information. This field is optional.

Requirements:

Requirements - Required

Campus parking?
Comment: _____

Fees associated with this event?
Comment: _____

Food and/or alcohol served at this event?
Comment: _____


None of the above
Comment: _____

Select Requirement: Indicate whether any of the listed requirements apply. If none apply, “None of the above” must be selected in order to advance.

***Note:** If the event type “Student Organization Event (Indoor)” is selected and the CU Involved event ID number is not entered, the request will NOT be approved.

***Note:** If the event type “Outdoor Event” was indicated in Step 1, the additional event requirements fields will be visible. **Please do not leave these additional fields blank.**

Event Comments:

Event Comments 

Event Comments: Enter any additional comments the reservations staff should know about the event.

After Saving This Event...

After Saving This Event... ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event

The event must be **saved** to be submitted to a reservationist. **Incomplete until “Save” is pressed.**

An email notification will be sent:

- Upon submission of a tentative event reservation
- Upon approval of the event by a reservationist

***Note:** Events will be listed as tentative until confirmed by a reservationist.

Cancel/Preview/Save button

Cancel Preview Save

Preview



Event Name *(Required)*

Test

Event Type *(Required)*

Meeting

Primary Organization for this Event *(Required)*

Centralized Reservations

Expected Head Count *(Required)*

10

Event Description *(Required)*

N/a

Event Date and Time *(Required)*

Sat Dec-21-2019

9:00 am - 10:00 am

Locations: HARP 3023 Entire

Contact Roles for this Event *(Required)*

Academic Scheduler: