Creating a Request in 25Live Pro

Log in to 25Live Pro (luc.edu/campus_reservations) using your University ID or student org’s credentials.

1. Click on the Event Form tab (upper right-hand corner) or the Create an Event button located in the middle of the homepage.

2. **Title your event.** Title your event in the Event Name box. This title will show up on our internal reports, so make sure it is descriptive and appropriate to the event you’re creating (e.g., “Halloween Dance”).

3. **Select your Event Type.** Click on the drop-down arrow and try to find an event type that closely resembles the event you are planning.
   - Click on the event type you wish to select. You can change the event type by clicking on the drop-down arrow and selecting a different event type.
   - You can “star” event types you use most often by clicking on the star icon next to the event type name. Once starred, these will show up at the top of the Event Type list, which will speed up navigating through the Event Form in the future.

4. **Select your Primary Organization.** Click on the drop-down arrow and a search box will appear.
   - Enter the name of your department/organization. Once you see the name of your department/organization, click on it.
   - You can also “star” the primary organization you use most often by clicking on the star icon next to the organization name.
5. **Enter Your Expected Head Count.**
- Type the number of expected attendees in the **Expected Head Count** box.

6. **Enter Your Event Date and Time.**
- Add the start date, start time, and end time of your event. For repeating events, only enter information that pertains to the first occurrence of your event.
  - *Note:* the event duration will default to one hour.
- If you need additional setup time for your event, enter the amount of setup time you need in the **Additional Time** drop-down option. We recommend adding at least one hour of setup time for any space requiring custom arrangements. For these events, please also add at least one hour of takedown time by following the same process in the **Takedown Time** section.
- If your event repeats, click on the **Repeating Pattern** button and select the appropriate option for your event. Campus Reservations recommends utilizing the Ad Hoc option. After selecting Ad Hoc, click on the calendar to add additional dates to your request. You will notice that as you select dates, they will reflect as blue squares on the calendar.
- To undo selected dates, click on the **View All Occurrences** button, then select the **remove** button for the date you wish to remove. After you have made your changes, click the **Close** button.
7. Locations, Layout, and Setup Instructions.
   - You can search for locations by name or use the public or category searches available to you. Click on the Saved Searches (optional) drop-down option to view a list of popular search criteria that may help you find an appropriate space for your event. Additionally, select the More Options drop-down arrow to utilize categories, features, layouts or capacity searches.

   - Once you select your criteria, a list of possible locations will appear.
     - Note: next to each location name there will either be a Request blue button or an “Unavailable” label. The Request blue button means that the space is currently available. The “Unavailable” label means the space is not available. You will not be able to submit your request with an unavailable space listed as your “Selected Location.”
     - You can choose to check the box “Hide Locations with Conflicts” and “Enforce Headcount” to limit your options to available rooms that can accommodate your head count. This will speed up your location search.

   - After you select a space, it will show up on the bottom of the list.

   - If you are hosting an event that repeats or has multiple occurrences, spaces will show up with the Request Available brown button even if they are unavailable for only some of the dates you are requesting.
     - Note: You can still select this space assignment for only available dates by navigating to the location View Occurrences button and checking the appropriate box under the “Included” column.

   - Uncheck the dates when there are events listed in the “Conflicts” column, and you will be able to process the room as your space preference.
     - Note: if you uncheck dates with conflicts, please be sure to indicate whether or not you would like Campus Reservations to look for an alternate room on those dates.
8. **Entering Layout and Setup instructions.**
   - After you select a space, click on the **View Occurrences** button, located on the bottom of the **Locations Search** list, to enter your layout and setup instructions.
   - You must enter any additional room setup and AV information in the “**Instructions**” column.
   - For multiple occurrences, you have the option to choose different layout and setup instructions.

   ![LT Regents Hall layout and setup instructions](image)

   - If we run into an issue confirming the room you are requesting and need to assign a different space, please be sure to provide us with any setup or AV modifications that the new room assignment might require by emailing us at campus-reservations@luc.edu.

   - We will be compiling reports for campus partners using the information in these fields. If you need to modify this information after receiving your room confirmation, email us with the reference number (e.g., 2019-ABCDEF) of your request and we will modify it for you.

   - If your setup instructions are not confirmed at least 3 business days prior to your event, the room will come “**as is**” for your event.

     ☑️ Note: Also, please refrain from changing your room setup or AV information within 3 business days of your event. If you are requesting a setup configuration in the room you are requesting, you must allocate an appropriate amount of setup and takedown time. If this time is not allocated, your room will come "**as-is**." Please see step 6 of this section for more information.

- Once you are done entering your layout and setup/AV instructions, you will then answer additional questions related to your event.

- The final step of your request is to select the “I Agree” box on the Affirmation field. Once you agree, click on the “Preview” button, located on the bottom, right of the screen, to review your request information.

- Once you are done reviewing your request, you will then click the Save button to submit your request.

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Summary Page

You will be forwarded to the event Details sub-tab. Review these details thoroughly and make sure that all information is accurate. If Campus Reservations has processed your request, you can also double-check that the space has been properly assigned by reviewing the Occurrences sub-tab (next to the Details sub-tab).

*If you have any questions or feedback about the material contained in this manual, please contact Melissa at campus-reservations@luc.edu.*