Step-By-Step: Reserving a Meeting Space

Before You Get Started: *Important Tips to Know*

- The person filling out the Event Request should be the designated requestor, for that organization. This person would have been pre-determined on your Club Recognition Form, where Officers are indicated.
- If there has been a change in the requestor please notify the Office of Student Activities.
- To save time always check to see if the space is available prior to submitting an Event Request (See "How to see if space is available"). Additionally, please make sure that the entire Event Request Form is filled out properly, and that all contact information and event information is accurate.
- Please note that if your event is reoccurring throughout the semester (i.e. meetings every Thursday) you are only required to fill out **1** Event Request, as long as the **location** and **time** remain the same. If the location/time varies then separate requests must be submitted.

How To Get Started:

Step 1: Log on to MySalve

Step 2: Select "R-25 Event Scheduling System" on the right-hand side of the screen under "Quick Links"

How To See If A Space Is Available:

(Please complete this step before filling out the Event Submission)

Step 1: On the right hand side of the screen you will find a calendar. Please go to the date in which you wish to reserve a space. Once selecting that date you will see a list of all of the events that are already reserved for that date.
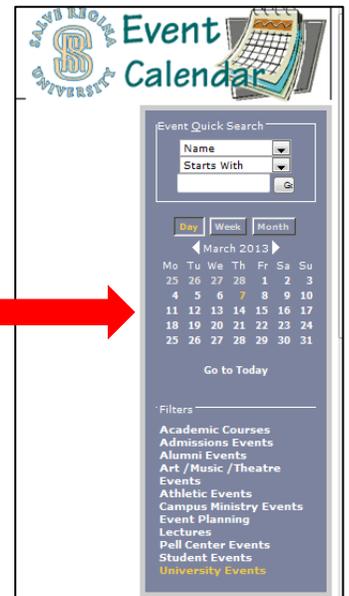
Step 2: In the top left corner of the screen select" Locations".

Step 3: After clicking "Locations" you will be brought to a screen that looks like the one below. (Please make sure that the filter is on "By Date" which can be selected at the top right of the screen)

Step 4: On the bottom right of the screen above select the building or location in which you are looking to reserve a space. The location will be broken down into rooms from there. (The grey blocks indicate a room is already reserved for that time. If it is blank then it is free to reserve)

3/18/13

*If you have followed these steps and you are still unsure if the space is available please specify an alternative location in case the space is unavailable.
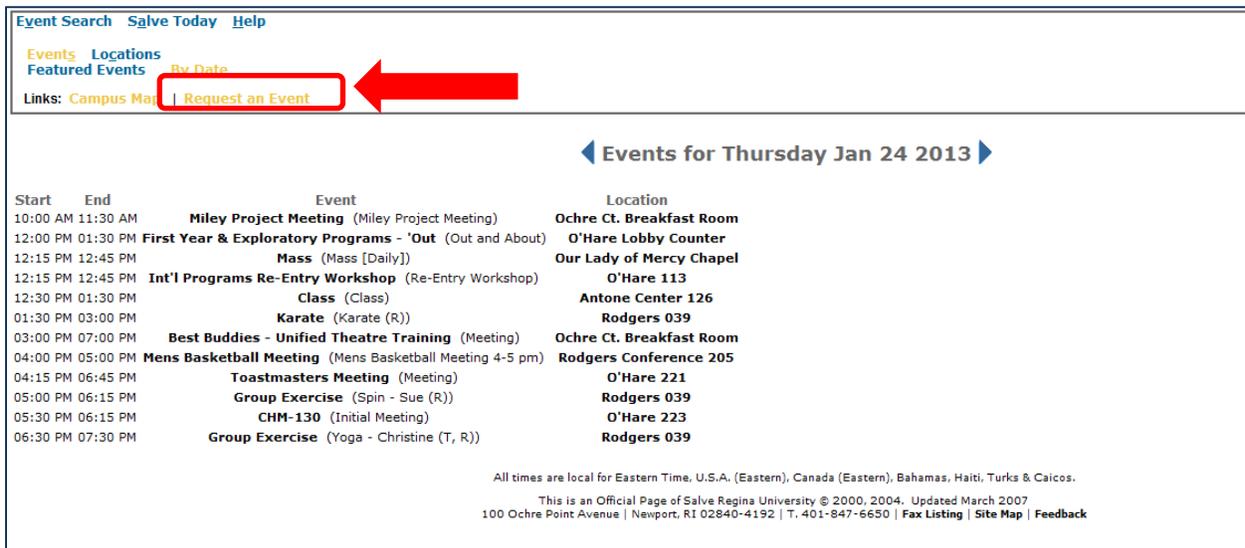
How To Request An Event:

Step 1: Now that you have found your location it is time to request the event:

If you are still under the "Locations" tab on the top left corner, please select "Events" to navigate to the proper screen.

Or

Return MySalve Homepage and select "R-25 Event Scheduling System" as you previously done.

Step 2: Select "Request an Event" under "Links"

Step 3: Fill out the form accordingly (Please see "How to fill out an Event Request form" for more information)

NOTE If your club or organization plans to hold weekly meetings, please make a note of that in the "Event Description & Additional Notes" Box, so you do not need to fill out this form every week.

3/18/13

How To Fill Out An Event Request Form:

Event Planning Form

Sponsor Information

Sponsoring organization or department: Academic Affairs
Primary contact person for the Event: [**Required**]
Phone: [**Required**]
E-Mail Address: [**Required**]

Event Information

Title of the Event:
Type of Event:

Event Description & Additional Notes

Requested Date(s) of Event(s):

Date: (mm/dd/yy)	Start Time: (00:00 am/pm)	End Time: (00:00 am/pm)

Requested Location(s)*:

Anticipated Attendance: [**Required**]

Will this event be open to members of the University Community?

Will this event be open to the general public?

Resources

Catering: No Click here to download the catering guide (PDF).

Sodexho Catering Request Form

For more information about **Sodexho Dining Services - Catering** *click* here.

Equipment:

Item	Qty.	Item	Qty.	Item	Qty.
Chairs	0	Podium	0	Table 6' rect.	0
Easel	0	Proj. Unit	0	Table 6' round	0
Grill	0	Screen	0	TV/DVD	0
Laptop	0	Sound System	0	TV/VCR	0
Microphone	0				

For other equipment not listed please include below:

Submit   Clear

Please select your organization in this drop-down. All Clubs are filed as "Club-Name" (i.e. Club-Dance Marathon)

Contact info should be filled out for the person requesting the event (should always be the club's designated requestor). Best Contact # should be listed for any questions.

- **Indicate Date/Time Here**
- **If your event/meeting is reoccurring meaning same time & location for multiple dates, please indicate that in fields under "Requested Date(s) of Event(s). If they do not all fit place the additional dates in the" Event Description & Additional Notes" field.**

This is where the space is requested; you can also list your alternative here just indicate it as "Room 123 or Room 321"

Fill in attendance to the best of ability. This is important for security information as well as space capacity

Every event is different. If you are showing a movie, Sponsoring a dinner or having a Bake Salve please make sure to select the proper equipment and catering for your event. From Microphones-Tables if you are going to need it please make sure to request it!

Can't find what you're looking for indicate items needed in the "for other equipment not listed" field below.