

BACK TO THE BASICS:

Your quick guide to reserving a space on campus

- Complete a Request Form in 25Live
- Request the proper resources
- Reach out to Support Services
- Contact the front desk at 518-388-6181 or email us at events@union.edu with any questions, comments, or concerns



Complete a Request Form in 25Live

UNION COLLEGE

25Live Pro Event Form Tasks More

Go to Search Nothing recently viewed Help

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Your Starred Event Searches

Your Starred Location Searches

Your Starred Resource Searches

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place - help me **choose a time!**

Express Scheduling

Date / Time

Mon Sep-14-2020

9:00 am

To:

Your Starred Events


You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Locations

Your Starred Resources

Customize Dashboard



As the Event Scheduler or Requestor, fill in your Event Name, Event Type, Primary Organization overseeing the event, and expected headcount. Next, enter the date and time of your event. Do not forget to indicate whether there is a need for set up and breakdown time surrounding the event too!

Request the Proper Resources

Event Resources - Required ⓘ

Please include all resources your event will need. Example: Tables, Chairs, A/V equipment.

If no resources are needed, please search & select the "No Resources Required" resource.

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

More Options

Use the drop-down bars to update your event with necessary resources such as audio/visual equipment, electronic hookups, signage, table and chair setups, and more.



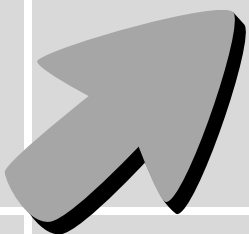
Reach out to Support Services

■ If you have indicated the need for an audio/visual resource, additional instructions or questions can be sent directly to Learning Environments: LE@Union.edu

■ If an event arrangement or a setup is requested, Central Scheduling will CC an Event Coordinator from Special Events to assist in accommodating your needs

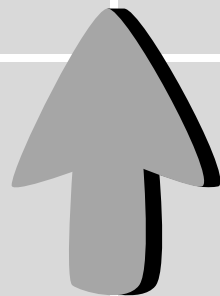
■ For catering and linens, Union College Hospitality uses the platform Catertrax. Head to uchospitality.catertrax.com to view their menu and place an order.

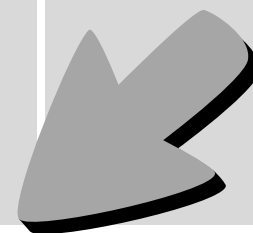
■ For electrical, plumbing, or grounds-related assistance, Central Scheduling will CC an Event Coordinator from Special Events to assist in accommodating your needs



"Why is using 25Live so important when planning an event?"

Our department puts such an emphasis on the usage of 25Live because of the software's ability to combine important campus information. The software generates reports including an inventory of used and unused resources, a list of reservations directly sent to Campus Security to unlock confirmed spaces, blocks of academic classes and exams, set up and breakdown timing for Events staff, overtime charges per department, and more helpful data that assist in our campus events running smoothly from conception to completion. Confirmed events in 25Live feed directly into the official Union College calendar.





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questions, comments, or
concerns.