

A large, stylized image of the Stony Brook mascot, a black bear with a red hood, wearing a red jersey with "STONY BROOK" printed on it. The mascot is shown from the chest up, with its mouth wide open in a roar. The background is a blurred image of a football field with spectators in the stands. The entire image has a red tint. At the top, there is a white filmstrip border.

LET'S TALK ABOUT

25 LIVE

**EVENT REQUESTS
RESERVATIONS**

[IT.STONYBROOK.EDU/SERVICES/25LIVE](https://it.stonybrook.edu/services/25live)

25LIVE IS ...

The online platform for all event and meeting space requests

In order to be able to request a space for meetings and events your organization's re-registration needs to be approved.

Upon approval of your group's re-registration you will receive an email with information about your login for 25live

SPACE RESERVATION REMINDERS

In order to properly reserve a space for your events make sure to follow these easy steps!

1

Submit a space request on 25LIVE & wait for approval from Student Engagement & Activities

2

Once your request is approved, create an event on your organizations SBEngaged page within 48 hours

3

Meet with your Program Advisor to further discuss event planning details

*** Visit the "Event Requests & Reservations" section of the website for more detailed information regarding planning timelines & other important requirements .**

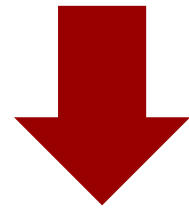
If you ever have any questions please contact Student Engagement & Activities

(631)632-9392

studentengagement@stonybrook.edu

NAVIGATING 25LIVE

1 **LOG INTO 25LIVE: IT.STONYBROOK.EDU/SERVICES/25LIVE**



25Live Pro Guest Sign In More

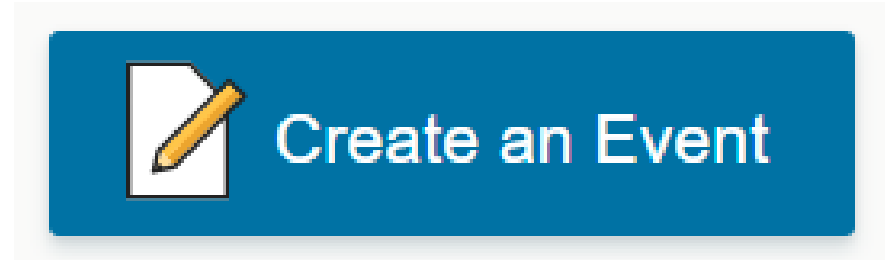
2 **FAMILIARIZE YOURSELF WITH THE DASHBOARD**

The screenshot displays the 25Live dashboard with the following components:

- Top Navigation:** Search bar (Go to Search), Recently Viewed dropdown, and Help link.
- Quick Search:** Four search filters: Search Events, Search Locations, Search Resources, and Search Organizations.
- Find Available Locations:** Two prompts: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". A prominent "Create an Event" button is centered below.
- Your Starred Events:** One item: Arab Media Night.
- Your Starred Locations:** One item: HUMANE 3017 (Humanities Building - 3017). Includes a link to "See when these locations are available".
- Your Starred Resources:** Message: "You do not have any Starred Resources! Throughout this site you can mark any Resource as 'Starred' by clicking its ☆ icon." Includes a "Customize Dashboard" link.
- Your Starred Event Searches:** "You do not have any Starred Event Searches!"
- Your Starred Location Searches:** "You do not have any Starred Location Searches!"
- Your Starred Resource Searches:** "You do not have any Starred Resource Searches!"
- Your Starred Reports:** "You do not have any Starred Reports!"
- Your Upcoming Events:** "1 Event in which you are the Requestor".
- Your Event Drafts:** "No Event Drafts in which you are the Scheduler" and "1 Event Draft in which you are the Requestor".
- Tasks:** "You have No Tasks on Today's Agenda", "0 Outstanding Tasks", "0 Flagged Tasks", and "0 Tasks Assigned By You".

CREATING AN EVENT

1 CLICK ON "CREATE AN EVENT"



2 FILL OUT ALL INFORMATION

Event Name - Required ⓘ

Event Title - Required ⓘ
Event Type - Required

Select from Types ▾

Primary Organization for this Event - Required

Search organizations ▾ Remove

Additional Organization(s) for this Event

EDIT

← Name of your event

← Select which best corresponds with your event
(Lit Table, Meeting, Practice/Rehearsal, Program)

← Select your Organization's Name

← If you are collaborating with another group
make sure to add them here

EVENT DETAILS

Expected Head Count - *Required* ⓘ

Event Description (HTML-Enabled) - *Required*

File Insert Table View Format Tools

↶ ↷ **B** *I* U A System Font 12pt

Event Date and Time - *Required*

To:

Additional time

Setup Time

 Days Hours Minutes

Pre-Event Time

 Days Hours Minutes

Post-Event Time

 Days Hours Minutes

Takedown Time

 Days Hours Minutes

Let us know how many people you are expecting for your event. This helps us match you with an appropriate location for your event.

A detailed event description will be needed so that your program advisor can better understand your event.

Make sure to be specific with time so that 25Live can find a space that doesn't conflict with another event.

“Setup Time” refers to time facilities staff will need to set up the space for your event. Standard set up time is 60 min.

“Pre-Event” is the time needed for your club/organization to set up your program. Larger events may need 60 min+.

“Post Event” is the time needed for your club/organization to clean up after the event

“Takedown” is the time needed for facilities staff to get the space ready for the next event

Timing may need to be adjusted for larger set ups

CHOOSING YOUR LOCATION

Event Locations - Required

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ Search Locations

Hint! Type :: to use SeriesQL.

Reset Search

Make sure these two options are checked so that you can find the best location for your event

If you have a preference for your location, put it in this box and press "search"

Saved Searches (optional) ▾ SAC Ballroom A

Hint! Type :: to use SeriesQL.

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request	SAC BALLROOM A	Student Activities Center Ballroom A	392	1/1	None
Request	SAC BALLROOM B	Student Activities Center Ballroom B	144	1/1	None

For example, putting "SAC Ballroom" gives you locations for Ballroom A and B, lets you know the capacity, and if there is a conflict with another event






For more information about a location click on the blue text "SAC BALLROOM A" for a full schedule of events that are already booked in that location

OTHER HELPFUL TOOLS

These tools are available to you to help with your event planning process



Quick Search ^

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

Search for events by name. Find out when events are happening throughout the year and what spaces they are being held in

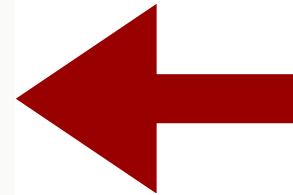
Search for event space by location! For examples, putting "SAC BALLROOM A" in this search box will give you a calendar with all the events booked in this location.



Search for an event by the host organization.

FINISHING UP

Make sure to review your information for accuracy before saving!



Once you are done and have reviewed all of your information hit save. This will submit your space request for review.

Why Might Your Request be Denied?

1

Lack of details in your event description .

2

Requesting a space that is not appropriate for the event. This could be that the space is too large or too small, or just not appropriate for the event being requested.

If you ever have any questions please contact Student Engagement & Activities

(631)632-9392

studentengagement@stonybrook.edu