LET'S TALK ABOUT

25
LIVE

EVENT REQUESTS
RESERVATIONS

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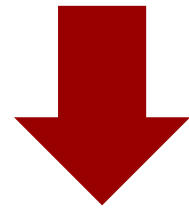
If you ever have any questions please contact Student Engagement & Activities

(631)632-9392   **studentengagement@stonybrook.edu**

NAVIGATING 25LIVE

1 **LOG INTO 25LIVE:** *IT.STONYBROOK.EDU/SERVICES/25LIVE*
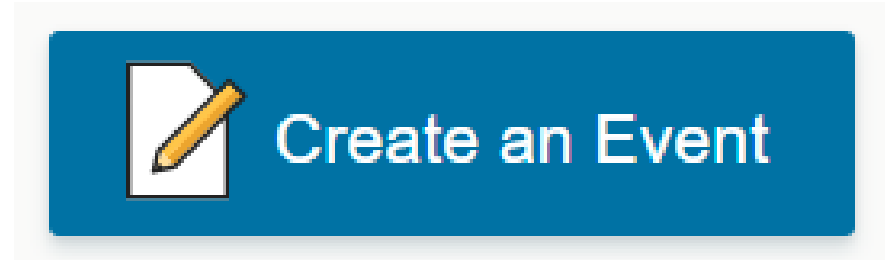
25Live Pro   Guest   Sign In   ☰More

2 **FAMILIARIZE YOURSELF WITH THE DASHBOARD**

CREATING AN EVENT

① **CLICK ON "CREATE AN EVENT"**

Create an Event

② **FILL OUT ALL INFORMATION**

Event Name - *Required* ⓘ

⟵ Name of your event

Event Title - *Required* ⓘ

Event Type - *Required*

Select from Types ⌄

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

Primary Organization for this Event - *Required*

Search organizations ⌄ Remove

⟵ Select your Organization's Name

Additional Organization(s) for this Event

EDIT

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

EVENT DETAILS

Expected Head Count - *Required* ⓘ

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

Event Description (HTML-Enabled) - *Required*

File   Insert   Table   View   Format   Tools

↶ ↷   **B**   *I*   U̲   **A** ∨   ✎ ∨   ☰   ☰   System Font ∨   12pt   ∨   🔗

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

Event Date and Time - *Required*

Mon Jul 24 2023

11:00 am

To:

12:00 pm

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

🔖 **Additional time**

Setup Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Pre-Event Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Post-Event Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Takedown Time

| 0 | Days | 0 | Hours | 0 | Minutes |

"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**

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

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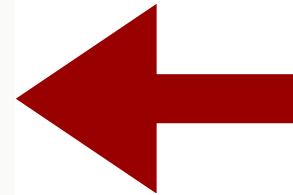
Search for event space by location! For examples, putting "SAC BALLROOM A" in this search box will give you a calendar with all the events booked in this location.

Search for an event by the host organization.

FINISHING UP

Make sure to review your information for accuracy before saving!

| Cancel | Preview | Save |

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.

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