Filling out Event Wizard for SAC Events

1. Enter in your Event’s Name and remember to copy it into the Event Title box.

2. Select your Event Type. This is the most important step. You **MUST** use an event type with SAC in the title if you want to request their space.

   - **SAC Large Event Space Request** – You want to use a Ballroom or the Auditorium for your event. You may ask for multiple spaces on a request like this. Such as breakout rooms in addition to one of the Ballrooms.

   - **SAC Literature Table Request** – Use this if you want a table setup in the lobby to hand out information to students. **PLEASE NOTE**: Just because a space is available does not mean that a 6ft table will be. The reservations staff will inform you of any issues.

   - **SAC Meeting Room Request** – Use this if you want a 3rd Floor Meeting room only.

   - **SAC Outdoor Event Space Request** – Use if you want an event on the Plaza.

3. Enter in your Organization. **Do not use subject codes as your organization**! For example, Civil Engineering would use Civil Engineering not CIV.
4. Click Next
5. Fill in your expected headcount.

   Enter additional basic event information.

   Expected Head Count

6. Give a full description of your event.

   Event Description

   A meeting for Civil Eng. Department to discuss upcoming semester.

7. Select if this is a one time event or if it is repeating.

   Is this a repeating event?

   **No**
   This event happens only once.
   Any other related events are separate and distinct.

   **Yes**
   This event occurs multiple times.
   It repeats daily, weekly, monthly, or irregularly (ad hoc).

8. Click Next
9. Enter in your date and time.
IMPORTANT: For large event requests and outdoor space requests you will want to enter in Pre Event and Post Event. This is the time you will use to prepare/break down your space as you need (Decorate, layout food, test powerpoints, etc). The SAC staff will use Setup and takedown time to setup your furniture and AV needs. All Events in the Ballrooms, Auditorium and Plaza require an hour setup and an hour takedown for the SAC Staff.

10. Click Next
11. Select Search by Location Name and type in SAC
   *Helpful Tip – If you want a 3rd floor room type SAC 3. If you want a Ballroom type SAC B. For the Auditorium type SAC Aud. For a literature table, type SAC Lobby

- If you don’t get any results, you may have the two boxes at the bottom of the search checked off. Uncheck the “Show only my authorized Locations that have no time conflict” and/or the “enforce head count” and you will see the rooms.

12. Click on the name of the room you want. BE SURE YOU SEE IT ON THE RIGHT HAND SIDE BEFORE CLICKING NEXT. This is how you know you have selected the room.
13. Event Questions are mandatory and change based on your event type. You must answer all questions. When done it will allow you to click Next.

14. Your name will default to both Scheduler and Requestor. You can click Next.
15. Agreeing to the building ruse and fees is mandatory. The SAC website has more information available on its policies and fees.

16. Click Save.
17. You will see this screen. It means that you successfully submitted your request. **The space is not yours until you receive a confirmation from the reservations staff.**