

## Filling out Event Wizard for SAC Events

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

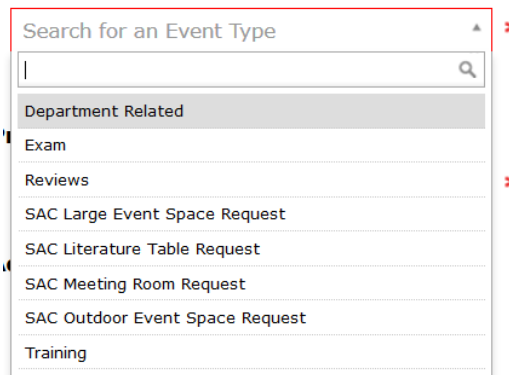
**Event Name**

\*

This field is required.

**Event Title**

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.

A screenshot of a dropdown menu titled "Search for an Event Type". The menu is open, showing a search bar with a magnifying glass icon. Below the search bar, there is a list of event types: "Department Related", "Exam", "Reviews", "SAC Large Event Space Request", "SAC Literature Table Request", "SAC Meeting Room Request", "SAC Outdoor Event Space Request", and "Training". The "SAC Large Event Space Request" option is highlighted. There are red asterisks on the right side of the dropdown menu.

**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.

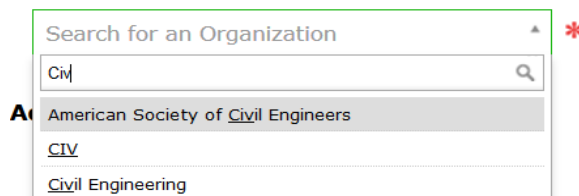
**SAC Literature Table Request** – Use this if you want a table setup in the lobby to hand out information to students. **PLEASE NOTE:** Just because a space is available does not mean that a 6ft table will be. The reservations staff will inform you of any issues.

**SAC Meeting Room Request** – Use this if you want a 3<sup>rd</sup> 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.

**Primary Organization for this Event**

A screenshot of a dropdown menu titled "Search for an Organization". The menu is open, showing a search bar with a magnifying glass icon. Below the search bar, there is a list of organizations: "American Society of Civil Engineers", "CIV", and "Civil Engineering". The "American Society of Civil Engineers" option is highlighted. There is a red asterisk on the right side of the dropdown menu.

- Click Next
- Fill in your expected headcount.

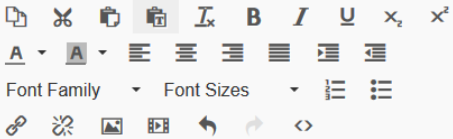
**Enter additional basic event information.**

### Expected Head Count

\*

- Give a full description of your event.

### Event Description



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

- 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).

- Click Next
- Enter in your date and time.



### Tell us WHEN this event takes place.

Select the dates and times of the *actual* event.

**Event Start:** Wed Jan 10 2018  12:00 pm

**Event End:** Wed Jan 10 2018  1:00 pm

☒ The event begins and ends on the **same day**.

**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, ect) . 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.

Does this event require additional time before the event? ☒ Yes ☐ No

Setup:  Days  Hours  Minutes

Pre-Event:  Days  Hours  Minutes

Reservation Start: 12:00pm

Does this event require additional time after the event? ☒ Yes ☐ No

Post-Event:  Days  Hours  Minutes

Takedown:  Days  Hours  Minutes

Reservation End: 1:00pm

10. Click Next

11. Select Search by Location Name and type in SAC

**\*Helpful Tip – If you want a 3<sup>rd</sup> 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**

Search by Location Name...

sac 3

SAC 302 Student Activities Center 302 Max Capacity: 84	✓
SAC 303 Student Activities Center 303 Max Capacity: 63	✓
SAC 304 Student Activities Center 304 Max Capacity: 48	✓
SAC 305 Student Activities Center 305	✓

☐ Show only my authorized locations that have no time conflicts Refresh

☐ Enforce head count

- 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.

Find and select EVENT LOCATIONS.

Your Starred Locations...

Search by Location Name...

Student Activities Center 304  
Max Capacity: 48

SAC 305  
Student Activities Center 305  
Max Capacity: 60

SAC 306  
Student Activities Center 306  
Max Capacity: 72

SAC 311  
Student Activities Center 311  
Max Capacity: 48

☐ Show only my authorized locations that have
 Refresh

Selected Locations

**SAC 311**

Student Activities Center 311  
**Max Capacity:** 48  
**Features:** AV - Wireless Accessible; Blackboard; Chairs; Clock; Flooring - Carpet; Tables; Windows  
**Conflicts:** None  
**Layout:** [ As Is [48] ]  
**Setup Instructions:**  
Furniture in space is pre-set. Guests may move the furniture to suit their needs. However, the **MUST** reset the furniture to the original setup prior to leaving the space.  
**Attendance:** [ ]

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.

Select EVENT QUESTIONS for this event.

Expected number of external guests

Expected number of minors (16 and under)

Explain AV Needs

Using an off-campus caterer?
☐ Yes ☐ No

Using campus catering?
☐ Yes ☐ No

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.

**I agree to adhere to all building rules and fees**

☐ I agree

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.**

This event has been successfully saved.

Here's Some Information About Your Event

**Location Requests Pending Approval**  
Location 'SAC 311' requested for Jan 10 2018.

What's Next?
More Event Options