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.

LEARN MORE AT...
STONYBROOK.EDU/SERVICES/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 the office of Student Engagement & Activities

2. Once your request was approved, create an event on your organizations SBEngaged page within 48 hours of approval

3. Meet with your Program Advisor from Student Engagement & Activities 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

2 FAMILIARIZE YOURSELF WITH THE DASHBOARD

We will be focusing on the highlighted sections!
**CREATING AN EVENT**

1. **CLICK ON “CREATE AN EVENT”**

2. **FILL OUT ALL INFORMATION**

   - **Event Name** - Required
   - **Event Title**
   - **Event Type** - Required
     - Select an item
   - **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**

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 group’s time.

<table>
<thead>
<tr>
<th><strong>Event Details</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Head Count</strong></td>
<td>- Required</td>
</tr>
<tr>
<td><strong>Event Description</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Event Date and Time</strong></td>
<td>- Required</td>
</tr>
<tr>
<td><strong>Additional Time</strong></td>
<td></td>
</tr>
</tbody>
</table>

"Set up Time" refers to how long our facilities team 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 60min+

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

" Takedown" is the time needed for our facilities team to get the space ready for the next event

*Timing may need to be adjusted for larger set ups*
**CHOOSING YOUR LOCATION**

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.”

For example, putting “SAC Ballroom” gives you locations for ballroom A and B and lets you know the capacity for these locations 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.

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### Event Locations

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Title</th>
<th>Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>SAC BALLROOM A</td>
<td>Student Activities Center Ballroom A</td>
<td>900</td>
<td>1/1</td>
<td>None</td>
</tr>
<tr>
<td>Reserve</td>
<td>SAC BALLROOM B</td>
<td>Student Activities Center Ballroom B</td>
<td>300</td>
<td>1/1</td>
<td>None</td>
</tr>
</tbody>
</table>

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OTHER HELPFUL TOOLS

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

- 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 example, putting “SAC 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 will result in your request being denied.

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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