Step 1 – Before creating your event in 25Live:
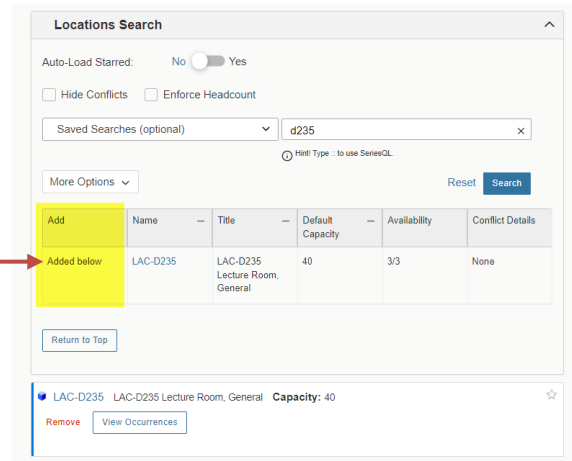
- Complete the Facilities Set Up Request form. Facilities Set Up Request Form.pdf

- View the space details tab to determine if your desired space is reservable through 25Live or not.

- Obtain Space Approval for spaces *not reservable in 25Live*.
  - For spaces NOT reserved in 25Live, <u>please obtain the necessary external approval for the space</u> you will be requesting FAC support for. Many spaces in 25Live will have approver information listed as shown but if this information is missing or inaccurate; feel free to reach out the departmental or school admin.
    - *Submitting a service request within 25Live **does not** replace the need for space reservation approval.*
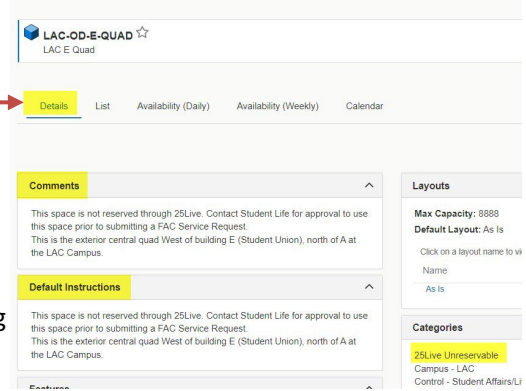
Step 2 – Create your event reservation as you normally would; moving through the Event Form completing fields until you reach the Locations section.

In the Locations section:

- **IF** your interested space is RESERVABLE in 25Live; input the location into the search locations field. A blue Request box will display if it is available. Remember to click on the Request box; if you do not; your event will not be processed. After clicking on Request; it will show as Added below.


- **IF** your interested space is **NON RESERVABLE in** 25Live; you can still request FAC service but you must also obtain external approval for the space. To view which spaces are non-reservable in 25Live; use the Non Reservable spaces search to pull up a list.
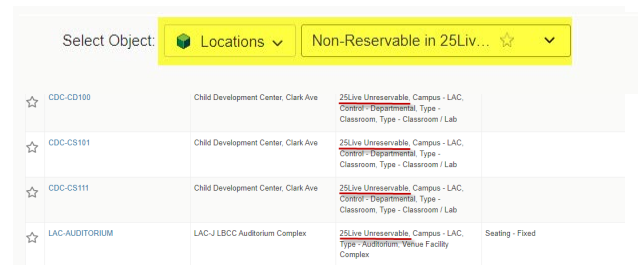
Step 3 – When you reach the Attached Files section; click on the Upload a file button and upload your FAC service form. You can add it later as well but it must be submitted 14 days prior to your event.
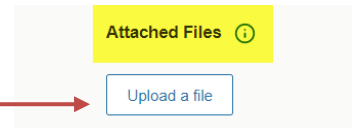
Step 4 – The next field will be Additional Event Information. It's very important **to click YES in answer to Facilities set-up/support required?** The more detail you provide in this section; the better it is for Facilities to best support

Step 5 – Continue completing Event Form. Make sure your room was added and that you click on Save! Your reservation will be submitted for the room reservation *request (if a reservable room was requested)* and/or to Facilities if you requested Facilities Set Up support in 25Live.