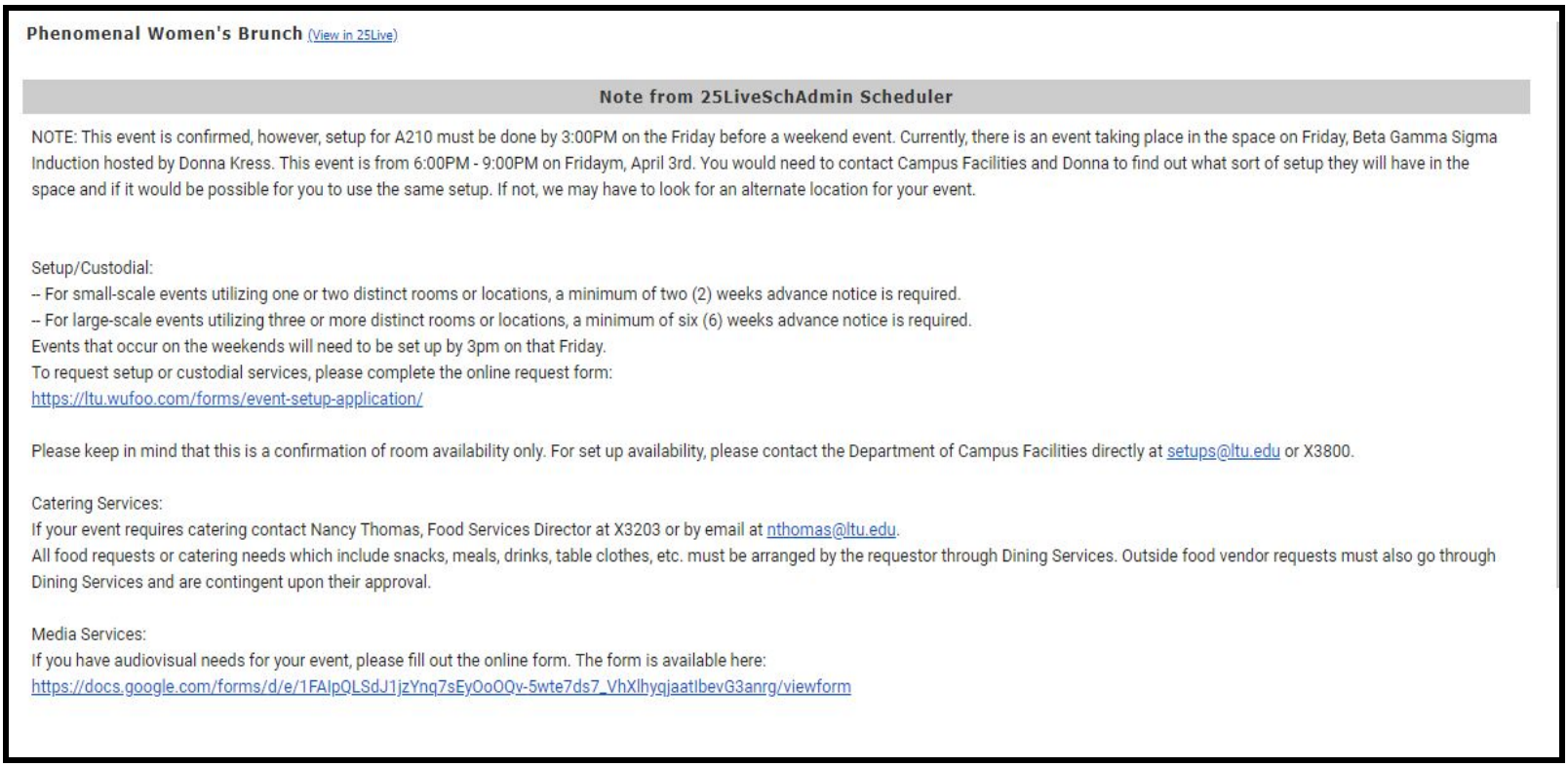
How to Make Your Event a Success with 25 Live!

1. Visit the 25 Live Website located at LTU.edu/25live
2. Login to 25 Live using your Lawrence Tech credentials.
3. On the Main Page of 25 Live you will see a large blue box that says, “Create an Event”. Click on this box and away you go!
    a. Be sure to have a name for your event, the organization that is hosting the event, the type of event you are having and how many people plan on attending.
    b. You will then need to select your day and time. Be sure to see steps 5 & 6 below to determine whether you will need to add additional setup to your event.
    c. Use the calendar provided to choose more than one date for your event.
    d. Use the Locations Search box to find a space that will work for your event. You can search by building or by specific room. There are two boxes in the Locations Search box that say “Hide Conflicts” and “Enforce Headcount” be sure to **unclick** these if you are wanting to see everything.
    e. Choose the 25 Live Calendar to put your event on and submit your reservation request!
4. Be sure to give ample time when able to ensure that the room you would like for your event is available.
5. If you are trying to book a large room such as T210 (UTLC Gallery), Buell Management Atrium or A210, rooms that do not already have tables and chairs available in them, you will typically need a minimum of 24 hours setup time added to your reservation to allow for Campus Facilities to be able to set the room for your event. If you are creating a reservation for a Sunday, the setup will need to be completed by 3:00PM the previous Friday, so be sure to add this into your “Additional Time” on your reservation.
6. If you are unable to book setup time due to a previous event, please reach out to us to find out who is hosting the previous event, and we can put you in touch with this person as well as Campus Facilities to see if you might be able to take over their setup when their event is completed.
7. If you are booking a special event in a classroom prior to that term schedule being completed, we cannot guarantee that you will be able to keep that classroom if a department assigns that room to a course.
8. When a special attribute such as setup, media services, IT services etc. is requested on an event, in the email confirmation that is sent to the requester of the event, there will be

detailed information as to how to request these special needs for your event. An example is here:

Please be sure to read through all of the notes that were provided by our team so that your event can proceed with no issues. Each of the links provided will get you to the right location on the LTU website to be able to request any additional attributes you had selected.



Phenomenal Women's Brunch (View in 25Live)

Note from 25LiveSchAdmin Scheduler

NOTE: This event is confirmed, however, setup for A210 must be done by 3:00PM on the Friday before a weekend event. Currently, there is an event taking place in the space on Friday, Beta Gamma Sigma Induction hosted by Donna Kress. This event is from 6:00PM - 9:00PM on Fridaym, April 3rd. You would need to contact Campus Facilities and Donna to find out what sort of setup they will have in the space and if it would be possible for you to use the same setup. If not, we may have to look for an alternate location for your event.

Setup/Custodial:
-- For small-scale events utilizing one or two distinct rooms or locations, a minimum of two (2) weeks advance notice is required.
-- For large-scale events utilizing three or more distinct rooms or locations, a minimum of six (6) weeks advance notice is required.
Events that occur on the weekends will need to be set up by 3pm on that Friday.
To request setup or custodial services, please complete the online request form:
https://ltu.wufoo.com/forms/event-setup-application/

Please keep in mind that this is a confirmation of room availability only. For set up availability, please contact the Department of Campus Facilities directly at setups@ltu.edu or X3800.

Catering Services:
If your event requires catering contact Nancy Thomas, Food Services Director at X3203 or by email at nthomas@ltu.edu.
All food requests or catering needs which include snacks, meals, drinks, table clothes, etc. must be arranged by the requestor through Dining Services. Outside food vendor requests must also go through Dining Services and are contingent upon their approval.

Media Services:
If you have audiovisual needs for your event, please fill out the online form. The form is available here:
https://docs.google.com/forms/d/e/1FAIpQLSdJ1jzYnq7sEyOoOQv-5wte7ds7_VhXlhyqjaatIbevG3anrg/viewform

9. If at any time after your reservation has been put through and/or confirmed, you can email us at eventmgt@ltu.edu to request any changes you might need for this event. Whether that be a time change, date, change or location update, we can help you resolve any new issues that might arise once your initial reservation has been approved.

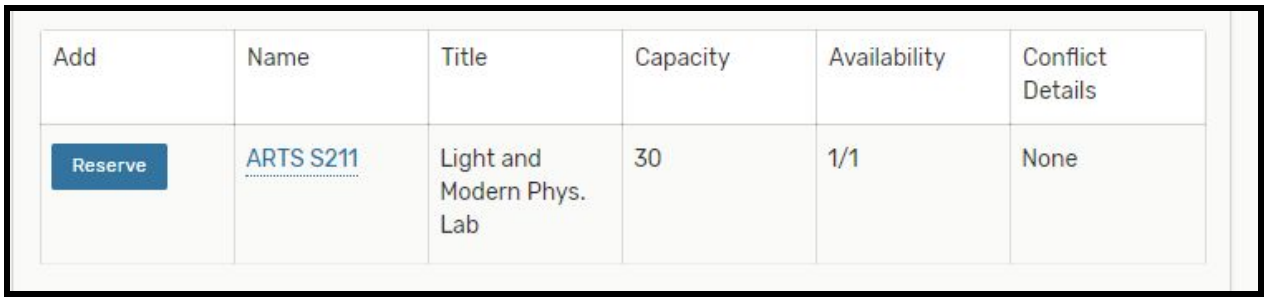
10. When an event with multiple occurences is being put through, 25 Live will show you that a room is “Reserve Available” if there are conflicts with any of the dates. It will however, still let you select the room for the events that do not have a conflict. This has created some confusion for users. Please keep an eye out for when a room shows as Reserve

Available - meaning there are conflicts, and when a room shows Reserve - meaning all available dates for this location are available. As shown below:

Conflicts with one or more of your event occurrences:

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve Available	ARTS S211	Light and Modern Phys. Lab	30	1/3	Conflict Details

No conflicts with your event occurrences:



Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	ARTS S211	Light and Modern Phys. Lab	30	1/1	None

11. Always select to put your event on the “25 Live Home Page Availability Calendar”. Please do use the “Do Not Publish - LTU Website Calendar” unless otherwise given permission.