



Elizabethtown College

How-To in 25Live Requesting Hybrid or In-Person Events

Virtual events and meetings are highly encouraged to help prevent the spread of COVID-19. These would consist of anything from weekly department meetings, student group gathering, and performances or readings. The possibilities are endless, and it is the safest way to keep our community engaged.

If however, you feel that the integrity of your event can only be achieved via a hybrid (both virtual and in-person components) or solely in-person, you must submit your request via 25Live, but also include additional information for the Scheduling Office, so they can determine the best course of action.

Scheduling Your Event:

If you have never created an event before or need a refresher on how to do so, you can see how to create an event in 25Live [here](#).

Event Name is the name of the event you wish to schedule. This is a required field, but only allows for 40 characters.

Event Title is not required, but will be used for promotional purposes and show on public calendars. For example, the event name might be “John Doe Reading” and the event title might be “John Doe Reading: Author of The Book on Books” to give more detail about the event name.

Event Type will *always* be an initial request. Submitting a new request does not guarantee the space and time, it is only a *request*.

Primary Sponsor for this Event is your office, department, or organizations name. This is a required field. Starring your organization(s) will prompt for easy selection next time.

Event Name - Required ⓘ

Event Title ⓘ

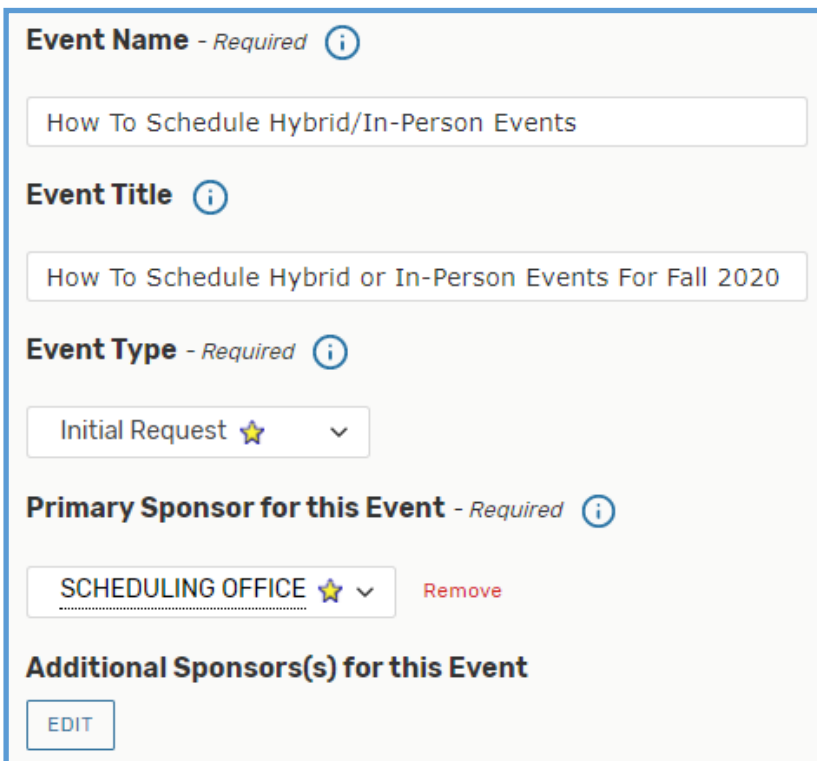
Event Type - Required ⓘ

 ⭐ ⌵

Primary Sponsor for this Event - Required ⓘ

 ⭐ ⌵ Remove

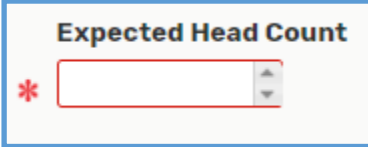
Additional Sponsors(s) for this Event



Additional Sponsors(s) are any organizations that might be co-sponsoring the event. This is not a required field.

Expected Head Count should be filled in with how many guests you are expecting at any given time. This is used to determine spaces that can accommodate the amount of guests expected.

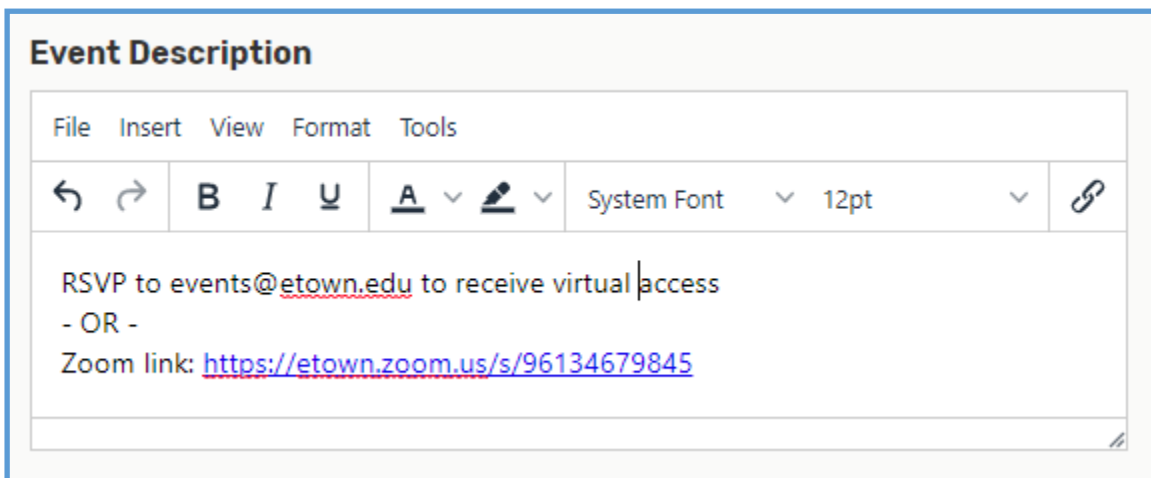
**This is helpful to know how many guests will be logging in with a Zoom account for ITS to monitor*



A rectangular box with a blue border. At the top, it says "Expected Head Count" in bold. Below that, there is a red asterisk followed by a white input field with a red border and a small downward arrow on the right side.

Event Description should be used to include any more relevant information such as a short bio of the speaker, contact info, Zoom links or how to respond to receive a private Zoom link if your event is by RSVP only etc.

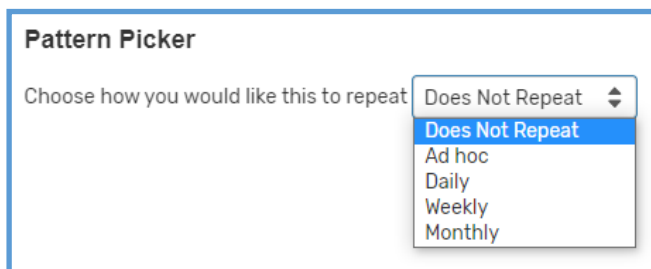
This information in the description box will post to our [Campus Events](#) calendar, should you choose to promote your event.



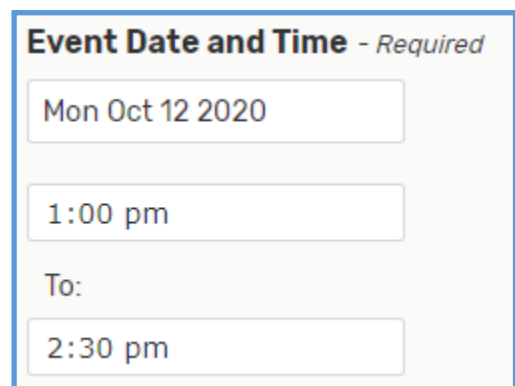
A screenshot of a rich text editor titled "Event Description". The editor has a menu bar with "File", "Insert", "View", "Format", and "Tools". Below the menu bar is a toolbar with icons for undo, redo, bold, italic, underline, text color, background color, font face (set to "System Font"), font size (set to "12pt"), and a link icon. The main text area contains the following text: "RSVP to events@etown.edu to receive virtual access - OR - Zoom link: [https://etown.zoom.us/s/96134679845](https://etown.zoom.us/j/96134679845)".

Choose Your Date & Time:

Choose your start date and timeframe of your event and any repeating patterns that may be associated with your meeting/event.



A box titled "Pattern Picker" with the text "Choose how you would like this to repeat". To the right of the text is a dropdown menu. The dropdown menu is open, showing the following options: "Does Not Repeat" (highlighted in blue), "Ad hoc", "Daily", "Weekly", and "Monthly".



A box titled "Event Date and Time - Required". It contains three input fields. The first field contains "Mon Oct 12 2020". The second field contains "1:00 pm". The third field is preceded by "To:" and contains "2:30 pm".

Selecting Your “Location”:

If you are planning on having a Hybrid style event, one of the locations you will need to choose is “VIRTUAL” and can be searched in the location search bar. Multiple virtual events can occur at the same time, but if you are unable to reserve for any reason, simply email the Scheduling Office for assistance.

The screenshot shows a 'Locations Search' interface. At the top, there is a search bar with the text 'brinser field' and a search button. Below the search bar, there are several filters: 'Auto-Load Starred' (set to 'Yes'), 'Hide Conflicts' (unchecked), and 'Enforce Headcount' (unchecked). A 'More Options' dropdown is also visible. Below the filters is a table with the following data:

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request	BRINSER FIELD	Brinser Field	400	1/1	None

Below the table, there is a section for 'VIRTUAL' events. It shows a 'Virtual Event' with a 'Capacity: 999' and 'Always Shared' status. The event is scheduled for 'Mon Oct 12 2020' from '1:00 pm - 2:30 pm'. The layout is set to 'As Is (999)'. There are buttons for 'Remove' and 'View Occurrences'.

Additionally, or if your event request is for solely in-person, you will need to choose the location(s) where you will be hosting the in-person event. Outdoor locations are highly encouraged, with a virtual back-up in case of inclement weather.

Choosing Your Resources:

Media Services will be approving all Zoom/virtual event requests to provide any technical assistance that may be needed before or during a Zoom event and to help monitor the college’s virtual capacity capabilities. Layouts for indoor locations on campus are not to be moved, as they have already been set to accommodate social distancing requirements.

**Please note: Catering services have been suspended for Fall 2020 events. Further review for Spring 2021 will be announced at a later date.*

If part of your event will be held outdoors, things you may want to consider are tables, chairs, podiums, tents, electricity requirements, etc. [Event setups](#) could be another useful resource request for these types of instances.

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Quantity Available	Conflict Details
<input type="text" value="1"/> <input type="button" value="Request"/>	Media Services	Unlimited	None

Attaching the Appropriate Document(s):

All hybrid and in-person event requests MUST be submitted with the COVID-19 Event Pre-Approval Form attached. This form can be found on the Scheduling Office website, saved to the users desktop to be filled out, and attached upon submission.

Attachments (size limit is less than 2MB)

The form is intended for event planners to provide detailed information on how they plan on putting the health, safety and overall well-being of our event attendees at the forefront of their efforts.

If an event is submitted without the Pre-Approval form, it will not be reviewed until submitted.

48 hours prior to the event, event planners must provide the Scheduling Office with a list the names and their phone numbers or email addresses of the individuals scheduled to participate in the event for contact tracing purposes.

This form can be found on the Scheduling Office website.

Promoting Your Event:

Select the “Add a Custom Attribute” button to choose to enter in account numbers, event images, and public calendar options.

IF YOU WISH FOR YOUR EVENT TO SHOW ON PUBLIC CALENDARS YOU MUST CHOOSE THIS OPTION

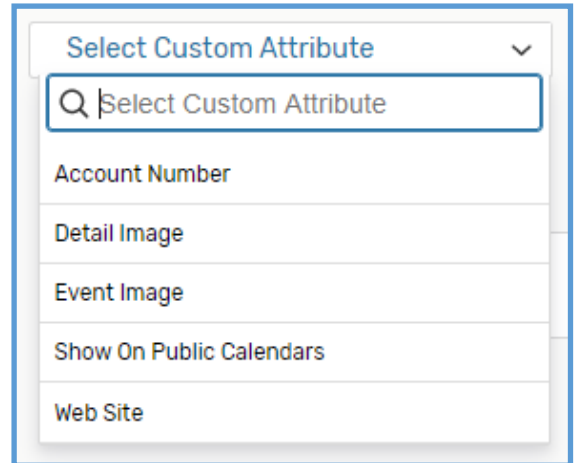
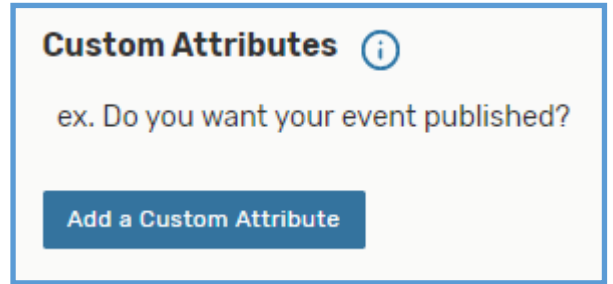
Account Number is used for billing your department if you have requested catering.

Detail Image paste a URL of a photo that will appear with your event and its description on the calendar page when a guest clicks on the event to learn more.

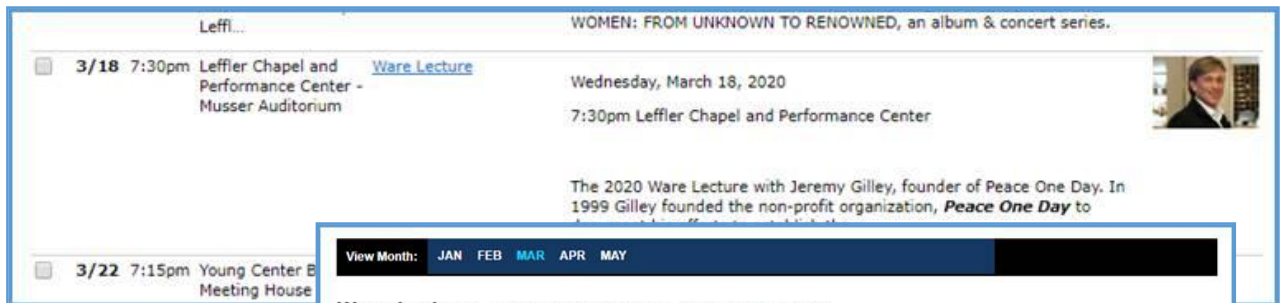
Event Image paste a URL of a photo that will appear with your event and its description on the calendar page that lists all of the events.

Show On Public Calendars can be left blank or select “no” if this is a private event for a select number of guests. Click “yes” if the event is open to the campus/public, or you would like it to be seen on Etown’s [Calendar of Campus Events](#).

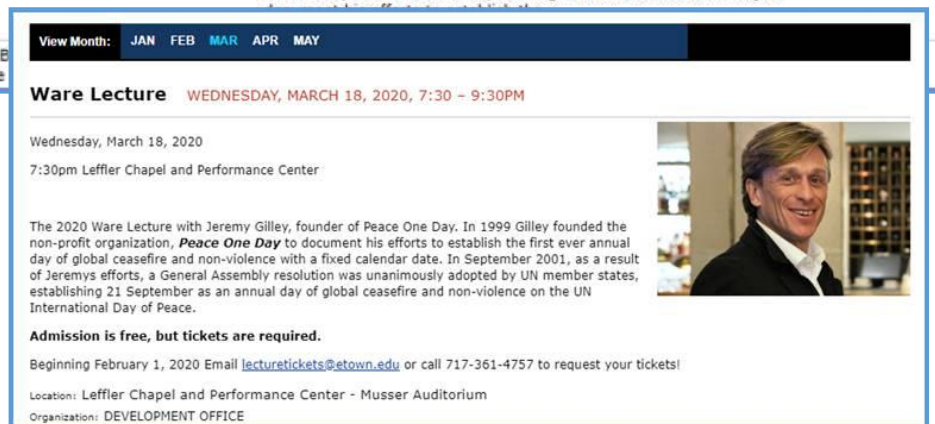
Web Site if your event has more information, registration, or any other support reference to your event then enter a URL and it will automatically be added to the event details on public calendars.



Example of “Detail Image”



Example of “Event Image”



Additional Information:

Event Comments is a required field – please be as specific as possible especially when requesting resources! This helps our operational staff know what is being requested of them, and if they are able to accommodate. If this is left blank, we may reach out asking these questions anyway.

Event Comments - Required ⓘ

Scheduling request for in-person event.

Internal Notes ⓘ

(1) table and (2) chairs at Brinser Field. (10) people will be in H 114 and (15) will be in H 110

Affirmation of Understanding of Additional Policies - Required

Please read the Elizabethtown College **Scheduling Protocols** and then click "I Agree".

I agree

PRO TIP: “Event Comments and Internal Notes” will not be published on public calendars. This is a space where you can make specific details known to the scheduling office. For example: how many attendees in each room, you are requesting a certain number of chairs or tables, a certain setup, microphones, etc.

You now have the option to choose what happens after you select “Save”:

After Saving This Event... ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event

Go To Event Details will take you to a new screen showing an overview of the event you requested
Create Another Related Event will prompt the form again from scratch, but relate the events together so you can easily find any related event when viewing another
Create A Related Copy Of This Event will copy all of the information you have just requested in a new event form, to which you can create a related event, but updated any information you wish