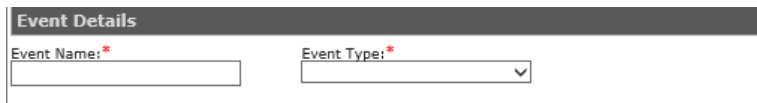


[illegible]

## Adding event details to the request

After searching and selecting a space, the Details tab allows you to enter your event information, contact information, attachments, and additional information.

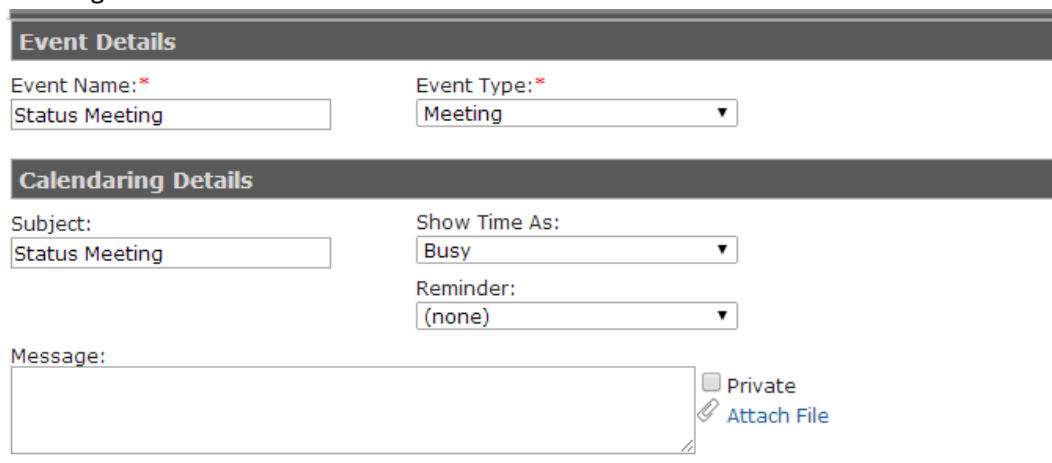
1. Enter the event name and event type in the Event Details section



**Event Details**

Event Name:  Event Type:

2. If you invited other faculty/staff to send a calendar invite, enter the name of the appointment and message of the appointment in the Calendaring Details section. You can also decide how it appears on the calendar and add an Outlook reminder. Attaching a file in this section will send the attachment within the Outlook Calendar meeting invite.



**Event Details**

Event Name:  Status Meeting Event Type:  Meeting

**Calendaring Details**

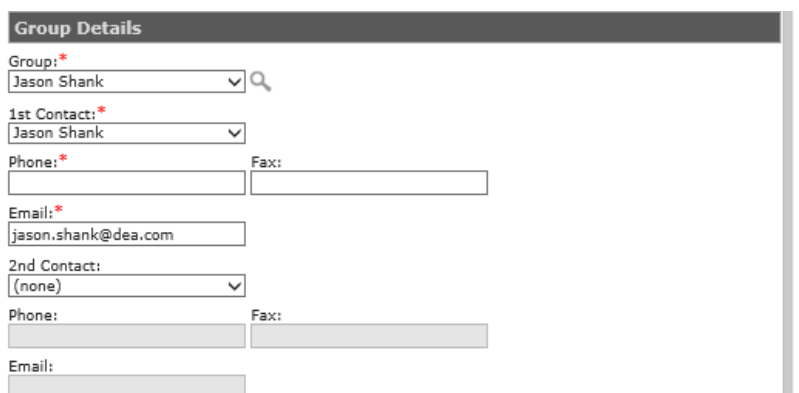
Subject:  Status Meeting Show Time As:  Busy

Reminder:  (none)

Message:

☐ Private [Attach File](#)

3. Use the Group Details section to select which group you're representing and the first contact for the reservation.



**Group Details**

Group:  Jason Shank

1st Contact:  Jason Shank

Phone:  Fax:

Email:  jason.shank@dea.com

2nd Contact:  (none)

Phone:  Fax:

Email:

4. Finally, attach any files that are necessary for the reservation (i.e.; custom event/space setup diagram, agenda) and answer any additional questions on the form (Other Information) and click 'Submit' to send your space request to the scheduler to review.

### Attachments

Attach File

### Other Information



What division are you in or requesting this space on behalf of?:\*

Information Technology ▼

Submit

- Once 'Submit' is clicked, a pop-up message will remind you that now it is time to add any services for your reservation, if needed.


×

**Do you need services for your event?**

Click on the green plus sign next to the space that you need services for and click on the hyperlink for Facilities, Media Services, Public Safety, or Sodexo Catering to notify each group of your service requirements. Add Setup Notes or logistics for your reservation that should be coordinated with Facilities.

Please note: if you require services and have requested multiple spaces, then you need to specify what services are needed within each space.

### Adding Services to a space reservation

- Click the  next to the room or space that you need to request services for. If you have multiple rooms for one reservation, you will need to add the specific services for each space.

Reservation Details
Additional Information
Attachments
[Back to My Requests](#)

**Reservation Id** 1001  
**Event Name** Jill  
**Event Type** Networking  
**Group or Requestor Name** Dean Evans & Associates  
**1st Contact Name** Jill Sohn  
**Phone** 7812396386


[Edit Reservation](#)  
[Manage Attendees](#)  
[Cancel All Bookings](#)  
[Add booking to personal calendar](#)

All
Current
Historical

**Bookings**

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
<div> Sunday, June 22, 2014 12:45 PM ET </div>							
	+	6/22/2014 Sun	12:45 PM - 1:45 PM ET	Jill	Babson - Classroom 305	Web Request	Classroom Style (5)

Add or Edit Services

Powered by 

7. Links for service requests will appear: If any links do not display then you are within the cutoff time window where services cannot be requested, please contact each service provider separately.

Booking Details


**Event Name** Jill  
**Date** Sunday, June 22, 2014  
**Location** Babson - Classroom 305  
**Event Time** 12:45 PM - 1:45 PM ET

**Group or Requestor**  
**Setup Type**  
**Status**  
**Event Type**

**Available Services**

Existing Services

[Facilities](#)  
[Facilities Setup Notes](#)  
[Media Services](#)  
[Public Safety](#)  
[Sodexo Catering](#)

Powered by 

**Example Facilities Services selected:**

**Facilities**

☒ Bar

☒ Chairs

☒ 10 Folding Chairs

Special Instructions:

Please stack chairs in corner of room, these are for backup.

☐ Decorative Event Equipment

☐ Electrical Needs

☐ Podiums

☐ Presentation Items

☐ Staging

☐ Stanchions

☒ Tables

☐ 60" Round Table (Serves 8)

☒ 1 6ft Table

Special Instructions:

Please place this table against the wall, we are using as a registration table.

☐ Cocktail Tables

☐ High Tops

**Please Note:**

- Any **Facilities or Facilities Setup Notes** will automatically create a Work Order with Facilities. Facilities will notify you via email from the Work Order system of your status of your request.
- **Media Services** will receive an email that is sent to [Support@babson.edu](mailto:Support@babson.edu) which creates a request ticket that you require their services; Media Services will follow-up with you directly to gather additional information and schedule your services providing that they have the equipment and staff to meet your needs.
- **Public Safety** will receive an email notification at [publicsafety@babson.edu](mailto:publicsafety@babson.edu) if you need their services for an event, but make sure to fill out a Detail Request online form separately on the Public Safety website, refer to EMS Home Page for additional details around timing and requests and a link to their website.
- **Sodexo Catering** will receive an email at [catering@babson.edu](mailto:catering@babson.edu) if you will have food at your event. Make sure to always reserve your space first and then fill out your catering request online (refer to EMS homepage for additional information and a link to their website). Sodexo Catering will add their food tables and linens that they need for setup directly to the reservation; you do not have to request these items as part of your request.