Event Planning and 25Live Training
Office Overview
What We Do

• Scheduling
  – Triaging/processing/approving 20,000+ requests per year (not including courses or athletics)
  – Working with other departments to plan maintenance, take spaces offline for renovations, etc.

• Coordinating
  – Connecting with service providers
  – Renting furniture
  – Set-up diagrams
  – Billing for rentals and custodial details

• On-site check ins

• Post-Event Surveys and Follow-up
Meet the Team

• Bill Battelle – Director
  – Commencement, conferences, other large/complex events

• Amy L’Heureux – Event Planner
  – Student events

• Suzette Santiago – Event Planner
  – Non-academic department events

• Dawn Marttila – Event Planner
  – Academic department events

• Hannah Poirier – Operations Manager
  – Manages 25Live, training, and troubleshooting
  – Not an event planner 😊

• Student Workers
  – Simple event confirmations and on-site event check ins

Don’t know who to ask? Ask us all!
Email events@wpi.edu
Requesting and Planning an Event
Event Process

- **Concept**
  - Date/time
  - Desired Location(s) w/ Setup Ideas
  - Attendance estimate
  - Workday Financial Info (CC, AC, etc)

- **25Live Request**
  - Entered by the client/event host

- **Approval and Coordination**
  - Location(s)
  - Resources
  - Setup Needs

- **Confirmation**
  - Event is good to go
Requesting an Event in 25Live

• 25live.collegenet.com/wpi
  – Bookmark it!
  – Big red button on 25Live webpage

• Log in
  – Staff/faculty need to email events@wpi.edu to be moved into the employee requester group

Not logging in will prevent you from seeing certain locations in your searches or accessing the event form. Make sure you’re logged in!
Requesting an Event in 25Live, cont.

- Event Form (top right)
- Fill out all required fields
  - Event Name
  - Date/Time
  - Headcount
  - Location
  - Event Type
  - Sponsoring Dept/Org
  - Description
  - Additional Questions
  - Affirmation
Requesting an Event in 25Live, cont.

- Event Details page
  - Proof of submission
  - Event Reference number
  - Current state
- Automatic email w/ reference number as well
- Begins approval process
Approval and Coordination

• Be on the lookout for emails from your event coordinator!
• Approval queues
• Factors affecting approval speed:
  — Complexity of event
  — Time of year
  — Location
    ▪ Not all spaces route to Events Office for approval
• Resources go to service providers for approval
• Weekly service provider meetings
Other Items of Note

• Certain decorations are **not** permitted at on campus events
  – *i.e.* open flame candles, glitter, confetti

• The maximum capacity of a room is usually based on no furniture
  – The more extensive of a set up you need, the less people can fit

• Set up information should be finalized two weeks in advance of the event
  – If you request changes to an event with less than ten (10) business days’ notice, changes are not guaranteed
  – Staff and resource support is scheduled out in advance and major changes are difficult once schedules have been made

Full policies and guidelines on our website
https://www.wpi.edu/offices/events-office/policies
Unique Dates

• Blackout Dates
  – Holidays where the school is closed
    ▪ No staff, no classes
  – Major University events
    ▪ Resources/staff stretched thin – additional resource/labor requests cannot be accommodated
  – New blackout intake request process in the 25Live Event Form
    ▪ Event Type: Blackout
    ▪ Location: Blackout
    ▪ Additional question for requested location will populate

• Wellness Days
  – Built into the academic calendar
  – No classes, no assignment due dates, no non-critical lab work, and no meetings held on these days
  – Should be requested through the Center for Well-Being, not through 25Live
    ▪ Link in event form
  – CWB approves activity, Events Office coordinates space
# Scheduling Timeframes

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>25Live Opens</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+B Terms (up to Winter Break)</td>
<td>Spring (Apr/May)*</td>
</tr>
<tr>
<td>C+D Terms (through May)</td>
<td>Fall (Oct)</td>
</tr>
<tr>
<td>Summer (up to NSO prep)</td>
<td>March</td>
</tr>
</tbody>
</table>

* Event spaces only until August 1
25Live Access Levels
Default Access

• All new accounts are given default access
  – Limited event types, locations, and organizations
  – Extra restrictions

• Access updates are manual

• No updates without an account (Log in!)

• Staff/faculty: Contact events@wpi.edu
Default Access

• All students have access to book spaces for academic purposes and personal meetings
  – Event Types
    ▪ Study Session/Review
    ▪ Projects
    ▪ Meeting
    ▪ Blackout
  – Sponsoring Org
    ▪ Non-Sponsored Academic
    ▪ Projects
    ▪ Non-Sponsored Individual

• Requests to reserve space for a student organization without the right access will be denied

• Requests need to be made at least 3 days in advance
Student Org Access

• Limited to a small number of group members
  – Core exec. Officers (Pres., VP, secretary, treasurer)
    ▪ Reviewed each term
  – RAs and CAs
  – Select additional designees
    ▪ Up to seven (7) per group, identified by the group president

• Required to watch training videos and pass a quiz every year
  – Link to quiz only provided in email to qualifying members
  – Passing = 100%, can be retaken as many times as necessary
  – Access reset every summer

• Can only request for groups under which they qualify
  – Requests for other groups will be denied

• Personal/academic requests should not be requested under the group org

• Requests need to be made at least 3 days in advance
Staff/Faculty Access Levels

• Requester Access
  – Most employees will have this level
  – All requests will route to an approval queue

• Assign/Unassign Access
  – Allows for the ability to book certain locations without the need for approval
  – Limited mostly to departments who don’t have their own meeting spaces
  – Other locations still need to be requested and approved
    ▪ Should only confirm events for those specific locations, requests need to stay Tentative

• Location Approvers
  – Some departments have conference rooms or other spaces that they manage approvals for instead of the Events Office, Academic Scheduling, or Athletics
  – Other locations still need to be requested and approved
    ▪ Should only confirm events for those specific locations, requests need to stay Tentative
Navigating 25Live
Dashboard
Searches
Searches, cont.
### Location Details

**CC Mid-Century**
Campus Center 331 - Mid-Century Room

### Layouts
- **Max Capacity**: 20
- **Default Layout**: Circle

**Related Spaces**
- Conference Room
- Meeting Room

**Subdirectory Of**: CC ALL

### Attributes
- **Latitude**: 42.274819
- **Longitude**: -71.858448

### Comments
- none

### Default Instructions
- none

### Features
- Air Conditioning
- Board / White
- Carpet
- I T - Data Connection (3)
- I T - Internal Connadion
- Projector - Data
- Projector - Screen
- Seating - Table / Chairs
- Telephone Port (4)
- Windows

### Layout Details
- **Viewing Layout**: Circle

- **Name**: Cap
- **Cap**: 20
- **Size Instructions**: 20

### Diagram
- Layout Diagram of CC Mid-Century Room

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**Worcester Polytechnic Institute**

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Calendar View
Availability View

Click the pencil to start the event form!
Availability View, cont.
Availability Weekly View
Tips and Tricks
Putting Multiple Occurrences on One Request
Putting Multiple Occurrences in One Day

Click on the calendar below to add dates or click the Repeating Pattern button to select a date pattern.

Date Occurrences (Fri Jul 22 2022)
You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations  View Included

Include In Search  Dates  Times  Comment  State

Fri Jul 22 2022  1:00 pm  2:00 pm

Active  Remove

Add Occurrence

View All Occurrences
Event Form Location Search
Finding Events You’ve Submitted
Finding Events Your Group Has Submitted
Advanced Searches

- More specific than just “starred” locations
- Combine searches for efficiency
Express Scheduling

- Designed for spaces that never need any setup/support
- Requests auto-confirm
- Only applicable to certain locations around campus
  - Hoteling offices
  - Some lab spaces outside of classes
I Know WHEN/WHERE My Event...

- Doesn’t always show everything available
- Only looks at a narrow timeframe and attendance count
Dark Mode