25Live Booking
1. Enter the date and space of the event in “Date and Location Requested” (i.e. 09/10 St. Robert’s Auditorium).

2. Enter the title of the event in the “Event Title.”

3. Select the event type.
   - Faculty/Staff will be used for all of your meetings as that is the type used for any event hosted by an LMU Department including faculty and staff events.
   - Depending on your security group rights, you may see more than one event type. Please use the Faculty/Staff type whenever you are reserving a general location on campus that is utilized by everyone.

4. Under Primary Organization, select the department that you work for. If your department cannot be found, search for your overall division.
5. Next, indicate how many attendees are expected to attend the event.

6. Enter a description of the event. The description will appear on the web. It will allow people to gather what the event is about, so it is important to be descriptive.
7. Select the date of the event by clicking on the calendar icon or by typing it into the text box. The same can be done for the event time frame; either type the start/end time or use the drop down that appears when you click on the time.

8. If the event has a set up time, click “yes” and indicate the duration of the set up time. This can be typed or done using the arrows.
9. Next, determine how many times the event will occur. If the event only has one occurrence, select “Does Not Repeat.” If the event has more than one occurrence, select “Ad Hoc Repeats.” This will allow you to individually select the dates for your reoccurring event.*

*Note that for events with multiple occurrences, the setup and event time frame must be the same.
10. Next, search your desired location in the “Search for Locations” text box. To make future bookings faster, star your most frequently used locations.

- A green check mark indicates the space is available on the date(s) you have selected.

- A red triangle indicates the space is not available on the date(s) you have selected.
11. There are additional questions that our office requires you to answer in order to properly book your event. These questions allow you to indicate your event needs such as resources, custodial services, and parking services.

**Additional Questions**

*Will You Need Parking Coupon Codes?*
- ○ Yes
- ○ No

*Will You Need Parking Event Support?*
- ○ Yes
- ○ No

*Will You Need Parking Stalls Blocked?*
- ○ Yes
- ○ No

Air Conditioning Required?
- ○ Yes
- ○ No

Custodial: Clean and Restock Restrooms?
- ○ Yes
- ○ No

Custodial: Clean Before And After Event?
- ○ Yes
- ○ No


- N/A

Detail Rented Equipment And/Or Services

- N/A

Detail Your Requested Equipment.

- (2) 6' tables
- (28) folding chairs
- (6) rounds

Do You Need The Sprinklers Turned Off?

- ○ Yes
- ○ No
Additional Questions continued...

How Many Off Campus Guests Attending?
0

How Many Trash Cans Will Your Event Need
1

Is This A Personal Event?
- Yes
- No

Onsite Contact Name And Phone Number:
Charles Acosta x82878

Other F.M. Services Needed:
N/A

Requesting Outdoor Amplification?
No

Setup Style (Theater, Banquet, Etc.)
Banquet for 24

Will A Dean/V.P. Be Hosting? Explain.
No.

Will An External Org Be Involved?
No.
Additional Questions continued...

**Will Food Trucks/Carts Be Present?**
- [ ] Yes
- [ ] No

**Will The Media/Press Be Present?**
- [ ] Yes
- [ ] No

**Will The President Be Attending? Explain**
No.

**Will You Be Bringing Your Own Laptop?**
No.

**Will You Be Having Food And/Or Drinks?**
No.
12. The scheduler and requestor for your event will be Cesasst or your individual user name.

13. If booking an event on behalf of someone else, you can search for the name of the specific requestor and select the person who is holding the event.

- “Initial Scheduler” should be left blank.
14. If prompted, you will need to select the category of your event. Most events will typically fall under the “Meeting” or “Reception” category.

*Note that this portion depends strictly on your security. You may or may not be required to select a category for your event.
15. “Reservation Comments” will appear on the Confirmation Notice, but not on the web or other reports. Use this field if you want to relay special notes or instructions to the Event Scheduling Office.

**Reservation Comments**

If you have additional scheduling or setup notes for the Scheduling Office, please provide the notes here.
16. Review the Affirmation and agree to the terms. Be sure to click “Save” to finalize the booking process. If you are prompted to select a folder in which to save your event, always select “Scheduling”.

**Affirmation**

By checking this box, I acknowledge that I have read and understand the University booking policies. I also acknowledge that this event is considered tentative until I have received an email confirmation from the Event Scheduling Office.

I agree

**Event State**

*Tentative*

The event is scheduled, but is awaiting Confirmation from its Scheduler.
17. Once you have completed all of these steps, your event will be saved in the system and a reference number will be generated.