USING 25Live FOR RSOs

A GUIDE FOR RSOs TO REQUEST SPACE ON CAMPUS USING THE 25LIVE SYSTEM

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GETTING STARTED

This document has been created to assist registered student organizations (RSOs) with using the 25Live system to request space on campus. It contains important information such as deadlines, policies, and definitions, as well as step-by-step walkthroughs.

Any questions about this information can be directed to the Center for Student Involvement at uwtclubs@uw.edu.

RESPONSIBILITY FOR REQUESTS

By submitting a request for space on the UW Tacoma campus, the RSO is agreeing to abide by all campus policies and procedures with space use. The Center for Student Involvement must review and approve all RSO requests before they can be confirmed; however, the RSO is responsible for ensuring all information is accurately entered and all policies are followed.

- RSO Space Reservations: http://www.tacoma.uw.edu/involvement/rso/resources/reservations
- RSO Resources & Policies: http://www.tacoma.uw.edu/involvement/rso/resources
- Campus Event Policies: http://www.tacoma.uw.edu/uuf/event/policies
- Event Management Safety Agreement: http://www.tacoma.uw.edu/uuf/ems

WHAT IS 25Live?

25Live is the online system that UW Tacoma uses to schedule space on-campus. Launched in 2018, the system provides a variety of benefits to scheduling, including allowing RSOs to have direct access to request spaces, as well as see availability of locations prior to submission. All requests for RSO meetings and events are submitted through 25Live.

ACCESS TO 25Live

RSOs are able to receive access to the 25Live scheduling system, after they have completed the respective training. Once completed, the RSO’s access will be valid for the remainder of the current school year. Once the school year has ended, the access is deactivated until the organization completes the training again during the next year. This is to ensure that the RSO’s newest officers are always trained and up-to-date with information pertaining to space requests.

Attending Training At this time, all 25Live training for RSOs are in-person. The Center for Student Involvement schedules trainings on a consistent basis. Upcoming training dates and times can be found on our Upcoming Events website. An online version of the training is being considered, but is not yet available.

RSO Login RSOs log into 25Live with their RSO’s UW NetID and password. Access will not be granted to individual/personal accounts. RSOs are encouraged to limit use of the 25Live system to their members who have completed 25Live training. This ensures that the RSO does not mistakenly violate any campus policies, as well as keeps the request process smooth and quick for the RSO.
IMPORTANT DETAILS TO NOTE
There are several important details that RSOs should be aware of when using 25Live:

- Requests should be submitted at least three weeks in advance of the first date in the request.
- All requests from RSOs are submitted as a “Draft” until reviewed by the Center for Student Involvement. Once reviewed and approved by the Center for Student Involvement, the RSO’s request will be advanced in the process to be reviewed by the location scheduler.
- Some requests may result in charges. RSOs should be prepared for any and all costs associated with their events. It is not the responsibility of the Center for Student Involvement to pay for costs associated with an RSO’s reservation.

LOGGING IN TO 25Live
1. To log into 25Live, go to: http://tacoma.uw.edu/25live
2. You will be prompted with the UW login portal – enter the RSO’s NetID and password. Do not enter your personal login information.

COMMUNICATION ABOUT YOUR REQUESTS
Once submitted, communication about your requests will be sent to your RSO’s UW email address (the @uw.edu that is created for each RSO). This is done to maintain history and a central location for communication for RSO requests. Failure to respond to communication can delay the review and/or approval of
HOME TAB / DASHBOARD

Located in the “HOME” tab, the dashboard allows quick access to a variety of at-a-glance information and quick links to information that is important to the RSO.

> **Quick Search:** In this box, you can search for events (name or reference number) and locations.
> **Find Available Locations:** You can use this as a shortcut to determine when or where for your request.
> **Recently Viewed:** This section will show recent events that you have viewed during this login session.
> **Your Starred Event Searches:** This section will list any starred searches that your account has.
> **Your Upcoming Events:** This section will list upcoming events that you have submitted.
> **Your Event Drafts:** This section will notify you of the number of requests you have in “Draft” state – meaning they have not yet been reviewed by the Center for Student Involvement.
> **Your Starred Location Searches:** This section will list any location searches that your account has.
> **Your Starred Locations:** This section will list any locations that you have starred – for quick access.
> **Your Starred Reports:** This section will list any reports that your account has.
> **Tasks:** This section lists any tasks or to-do items that you have to complete or were created by your account. In general, RSOs will mostly create tasks for others.
> **Your Starred Resource Searches:** THIS WILL NOT BE USED BY RSOs.
> **Your Starred Resources:** THIS WILL NOT BE USED BY RSOs.

CUSTOMIZING THE DASHBOARD

The Dashboard is customizable – meaning that you can rearrange the boxes and remove any that you won’t use. You can do this by clicking the “Customize Dashboard” button at the top right of the dashboard. **We highly encourage RSOs to remove the “Your Starred Resources Search” and “Your Starred Resources” boxes.** RSOs will not use these.
EVENTS TAB

The “Events” tab is where you can view and search reservations and their details. This is the tab that all event information will open in. The Events section contains multiple sub-tabs:

- **Search For Events**: Where you can search for events via name or event reference number.
- **Pre-Defined Event Searches**: Pre-made event searches that your RSO may/may not use.
- **Advanced Event Search**: Custom searches that your RSO may/may not setup and use.
- **Specific Events**: As you open specific events, they will open in new sub-tabs. You can quickly switch between open tabs at any time.

VIEWING AN EVENT

Once a request has been submitted into 25Live, it will appear as an event and the details regarding the event can be viewed.

> **Edit this Event**: This button will only be visible if the request can be still be edited by the RSO. Once the request has been reviewed and approved by the Center for Student Involvement, the RSO can no longer directly edit the event.

> **Event State**:
  - **Draft**: The request has not yet been reviewed by the Center for Student Involvement and can be edited or cancelled.
  - **Tentative**: The request has been reviewed and approved by the Center for Student Involvement. It is currently being reviewed by the location scheduler.
  - **Confirmed**: The request has been confirmed for location. This does not mean that your support services (setup, media, safety, custodial, etc.) are confirmed yet.
  - **Cancelled**: The event has been cancelled and all locations have been released.
> **More Actions:** This list of options allows for various tasks – including the option to copy the event (to use again for future requests), email the event details, create a to-do task, and more.

> **Refresh:** Refreshes just the event details if any changes have been made since loading.

> **Red X:** Closes just this event’s sub-tab.

> **Event Details Column:** The section/column along the left – Event Details – is a summary of the information submitted in the request.

  - **Event Name**
  - **Event Type:** Will always be UWT RSO Request
  - **Reference:** This is the reference number assigned to this reservation.
  - **State:** Same as Event State above.
  - **Organization:** Will always be “UWT RSO”
  - **Scheduler:** Will always be “RSO Coordinator”
  - **Requestor:** Your RSO’s account
  - **Head Count:** The number of expected individuals
  - **Attached Files:** If any files were uploaded to the request, they would appear for download.
  - **Description:** This is the description of the event that was submitted in the request.
  - **Comments:** These are the questions or comments that were entered by the RSO and will be reviewed by the RSO Coordinator.
  - **Event Custom Attributes:** Answers to questions answered in the request.
  - **Requirements:** This is where the RSO will have checked and listed any of the support services that pertain to the event (media services, food, facilities, safety, etc.).

> **Event Occurrences:** The section/column along the right – Event Occurrences – contains additional event information.

  - **Dates:** All dates associated with the request will be listed here – individually. Each date can be expanded for further information.
  - **Start/End Time:**
    - Pre-Event: This is the time that the reservation begins – when the RSO has time in the space to setup their own items before the event begins.
    - Start: This is when the actual event itself begins.
    - End: This is when event end.
    - Post-Event: This is when the reservation ends and the RSO must be completely cleaned-up and out of the space.
  - **Locations & Setup:** Below the start/end time, the locations assigned to this reservation will be listed. A grey cube next to the location name means the location is not yet confirmed. A blue cube means the location is confirmed. Below each location will list the setup requested and the details provided for the setup.
  - **Resources Assigned:** If any resources are assigned to the reservation, they will appear to the right of the locations. Resources include support for services such as media, campus safety, facilities, custodial, furniture needs, etc.
**TASK LIST**
The task list tab of an event shows the status of the tasks associated with the reservation. This includes if the location has been approved or some support services. Make sure to have the task list view set as “All Assigned Tasks.”

**PRICING**
The pricing tab would show any costs associated with the reservation.

**AUDIT TRAIL**
The audit trail is a log of actions taken on the reservation.

**EMAILING EVENT DETAILS**
25Live allows for easy access to email the details of an event to any email address. To send an email with event information:

1. Open the event you wish to email about.
2. Click the “More Actions” menu and choose “Email Event Details.”
3. You can choose from accounts already associated with the event (your RSO's email for example), or enter Additional Recipients.
4. Choose the “Event Confirmation (Related)” or “Event Confirmation (Detailed)” attachment.
5. Enter a message body if you wish.
6. Click Send.

The email will be sent from 25Live to the email addresses provided. A direct link to the event details will be automatically included in the email, as well.

**COPYING EVENTS**
If your RSO has an event that is hosted multiple times per year, or event annually, you can copy previous events to keep most of the important details. Once copied, you can change any details of the event, but it allows for quicker work if some of the request details are the same.

1. Open the event you wish to copy.
2. Click the “More Actions” menu and choose “Copy this Event”
3. Click “Copy Only This Event”
**RELATE EVENTS**

If you have reservations that are connected (i.e. same event, but spread over multiple requests), you can connect them in 25Live. When you view one of the events, you will see quick links to the other related events. This is called “Relating” in 25Live. To relate events:

1. Open the first reservation.
2. Click the “More Actions” menu and choose “Managed Related Events”
3. Click “Add Events to Set”
4. Search for the other reservation via name of event reference number
5. Click the check mark next to the correct reservation name
6. Click “Add Selected” at the bottom of the search options
LOCATIONS TAB

The “Locations” tab is where you can view and search available space and their details, including availability. The Locations section contains multiple sub-tabs:

> **Search For Locations:** Where you can search for events via name or event reference number.
> **Pre-Defined Location Searches:** Pre-made location searches that your RSO may/may not use.
> **Advanced Location Search:** Custom searches that your RSO may/may not setup and use.
> **Specific Locations:** As you open specific locations, they will open in new sub-tabs. You can quickly switch between open tabs at any time.

FINDING A LOCATION

There are a variety of ways to view locations in 25Live. Anytime you see a location name that is a link, you can click it to go to that locations page and availability calendar. You can search directly from the Dashboard or click the “Locations” tab and search from there.

All locations for UW Tacoma can be searched by simply searching “Tacoma.” However, this will result in ALL spaces. You can search specific locations (i.e. JOY 117 or WPH or UWY). **Note:** Spaces in WCG, BHS, BB, and GWP are coded as “ADMC###.” For example, “ADMCWCG” or “ADMCBB.”

LOCATION AVAILABILITY

To view the availability of a specific location, first search for the location. Choose the “Availability (Daily)” or “Availability (Weekly)” tab for that location. On the availability grid, you may see:

> **Green Blocks of Time w/ Event Name:** These are other reservations in the space. This means that the space is not available during that time.
> **Yellow Blocks of Time w/ Event Name:** These are reservations in a connected space to the one you are searching. This means that the space is not available during that time.
> **Grey Blocks w/ Closed:** These are the times that the location is closed and not available for reservation.
  > See “After Hours Requests” on page 22
> **Grey Blocks w/ Blackout:** These are the times that the location is not available due to a variety of reasons (holidays, maintenance, etc.).
It is important to note that just because a space may look available on the calendar, does not guarantee that the space can be reserved. There are a variety of other factors that space schedulers take into consideration when reviewing your requests and determining if it can be approved.

**LOCATION DETAILS**
The “Details” tab of a specific location provides in-depth information about the space.

**Comments** Unique information about the location will be listed in the “Comments” section. It’s important to review and be aware of this information as it may impact your request.

**Default Instructions** This space may include default instructions about the setup that you should be aware of.

**Features** The features of the space, including furniture types and A/V options, will be listed here.

**Layouts** If the location can accommodate special setups (i.e. banquet, fair, etc.), they will be listed in the “Layouts” section on the location details page. For many spaces, you can view a diagram and photo of the different style of setups. If a location can have a custom setup, that will be listed as a layout option.

**Related Spaces** If the location has any related spaces (close to, divides into, etc.), they will be listed in the “Related Spaces” section. This information can help with planning if you need spaces that are close to each other or able to be divided.
SUBMITTING A REQUEST

Prior to submitting a request, you should be prepared with the following information:

All Requests:
> Event date(s) and time(s)
> Preferred location(s)
> Expected attendance
> Event description
> Day-of-contact info (name, email, phone)
> Questions/comments for the RSO Coordinator regarding this request

Requests with Event/Support Needs:
> Setup information for location(s)
> Support needs (media, facilities, safety, etc.)
> Food/alcohol service (details and caterer name)

STARTING YOUR REQUEST
When ready, to begin your request:

1. Log into 25Live at: http://tacoma.uw.edu/25live with your RSO’s UW NetID and password

2. Start your request by:
   a. Clicking “Create an Event” on the Dashboard
   b. Clicking the “Event Wizard” tab along the top

PAGE 1 – EVENT NAME
3. Event Name: This is the title of your event. Please be specific and include years, months, or quarters. For example, “ASA Officer Meetings Winter 2019” or “APISU Luau 2019”
4. **Event Type:** Always select “UWT RSO Request”

5. **Department:** Always select “UWT RSO”

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**PAGE 2 – HEAD COUNT & EVENT DESCRIPTION**

6. **Expected Head Count:** This is the number of people you expect to be in attendance. Note that this box does help determine which spaces are available, so don’t over-inflate your expected attendance.

7. **Event Description:** Provide a detailed description of your event. This is the information that the RSO Coordinator and the locationscheduler use to determine if the request can be approved or not.
8. Is this a repeating event?:
   a. **Yes:** If your request has multiple dates, all with the same timeframe.
   b. **No:** If your request does not repeat or have multiple dates/times.
   c. **No:** If your request has multiple dates/times with different timeframes. You will need to submit separate requests for each timeframe.

9. **Event Start/End Date & Time:** Enter the start/end date and times for the event. This is the actual event time. Your request will almost always have the same start/end date, as overnight events are uncommon and require pre-approval.

10. **Additional Time:** If your RSO requires additional setup (pre-event) or clean-up (post-event) click YES for that respective question and enter how much time is needed. This will add the time before/after the event time that you entered above. Your space will be ready for you at the beginning of this additional time and you must vacate the space by the end of the clean-up time.

### PAGE 4b – REPEATING DATES

11. If you responded YES to the repeating dates question (step 8 above), you will see this page. If you chose NO to that repeating dates question, you can skip to STEP 14.
12. Choose the repeating option that best fits your request:
   a. **Remember that repeating events must all have the same timeframe.**
   b. **Ad Hoc:** Individually select dates.
   c. **Daily:** Repeats multiple days in a row. You can choose the criteria for the repeat pattern.
   d. **Weekly:** Repeats on a weekly or #-weekly basis. You can choose the criteria for the repeat pattern.
   e. **Monthly:** Repeats on a monthly or #-monthly basis. You can choose the criteria for the repeat pattern.
   f. **Does Not Repeat:** Changes the request to a non-repeating request.

13. On the repeating events page, as you adjust the repeat pattern criteria, the occurrence dates will automatically appear. Verify these are correct. You can cancel dates as needed.

14. You can select the location(s) you want in multiple ways:
   a. **Your Starred Locations:** These are locations that your account has starred and uses often.
   b. **Search By Location Name:** You can search for spaces by their name/room number (i.e. WPH, JTR, UWY, JOY 117, CP 105, ADMCBHS 104, etc.).
   c. **Saved Searches → Public Searches:** Pre-created public searches have been created for ease of searching. You can search by space type – classrooms, outdoor spaces, indoor event spaces, atriums/lobbies, etc. *We highly recommend using these!*

15. As you search, locations will appear that meet your criteria (time, day, head count).
   a. ✅ = The space is available and meets your criteria
   b. ⚠️ = The space is not available – there is a conflict with at least one (not all) of the dates. It is possible that some of the dates you have requested are available in that space. You can find this
out by clicking the space (it will populate to the right) and then clicking “View/Modify Occurrences” below that space along the right. You can also hover over the triangle image and a box with the conflicts listed will appear.

c.  

d. A grey/black box means that that space is currently on a blackout for scheduling.

16. To select a space, simply click it in the list and it will populate to the “SELECTED LOCATIONS” section along the right – below the instruction boxes. **NOTE:** Every time you click a space, it will assign it. If you accidentally click a space, or need to remove a space that has been added to the Selected Locations section, simply click the red “X” next to the location name in the Selected Locations section.
17. If your request has multiple dates and you’d like to assign different locations to different dates, click the “View & Modify Occurrences” link in the location under the SELECTED LOCATION section. This is really handy when you have just ONE date that has a conflict. You can assign all other dates to your preferred location and then move that one conflict date to another location.
   a. A box will appear with all dates. Uncheck the check mark in the “Assign?” column if you want to remove the location from that date.
   b. You can then go back to Step 15 and select another space. Click the “View & Modify Occurrences” link for the new location and then assign the date that you unchecked in the previous time to the new location.

18. If your request requires a setup, follow the steps below. If it does require a setup, skip to step 19.
   a. **Setup Information (Single Occurrence):** If your request needs a setup in a location, you will add it to the respective location in the SELECTED LOCATIONS section (once you have clicked a space to add it there).
      i. **Layout:** Choose the pre-determined layout that best matches the setup you would like. You can choose “Custom” setup if have a unique/custom need.
      ii. **Setup Instructions:** In this box, please type the specific details regarding your setup. This includes the number of tables/chairs, locations of furniture in the space(s), etc. The more detail you include, the easier the process is.
      iii. **Multiple Locations:** If you have multiple locations in your request, you have to do this for EACH location that requires a setup.

   b. **Setup Information (Multiple Occurrences):** If your request needs a setup in a location AND has multiple dates, you will add it to the respective location in the SELECTED LOCATIONS section (once you have clicked a space to add it there).
      i. Click “View and Modify Occurrences” – a box will appear with each of the occurrence dates.
      ii. **Layout:** Choose the pre-determined layout that best matches the setup you would like. You can choose “Custom” setup if have a unique/custom need.
      iii. **Setup Instructions:** In this box, please type the specific details regarding your setup. This includes the number of tables/chairs, locations of furniture in the space(s), etc. The more detail you include, the easier the process is.
iv. **Multiple Locations:** If you have multiple locations in your request, you have to do this for EACH location that requires a setup.

**PAGE 6 – UPLOADING DIAGRAMS & FILES**

19. Requests that have a setup should upload a setup diagram on this page. You can upload up to five different files to this one request. Information about setups and blank diagrams can be found here: [http://www.tacoma.uw.edu/uuf/setups](http://www.tacoma.uw.edu/uuf/setups)

**PAGES 7 & 8 – ADDITIONAL EVENT INFORMATION & SUPPORT NEEDS**

20. **Are all attendees from this campus?** If all of your attendees will be UW Tacoma faculty, staff or students, choose YES. If at least one person (including kids/partners of faculty/staff/students) will be present, choose NO.

21. Enter the name, email address and phone number for the Day-Of-Event Contact.

22. On the page titled “REQUIREMENTS,” please check and provide comments for all options that pertain to your event. These questions will notify the appropriate departments to assist with your event. If you fail to check a box, or provide comments, your request may not be able to be fulfilled.

   **NOTE:** Detailed information about each item can be found online here: [http://www.tacoma.uw.edu/uuf/25live/requirements](http://www.tacoma.uw.edu/uuf/25live/requirements)

23. If your request does not require any of the options to be checked, please check the very last option titled “This event requires none of the services listed above.”

**PAGE 9 – QUESTIONS/COMMENTS TO RSO APPROVER**

24. If you have any questions or comments for the RSO Coordinator, please list them here. The RSO Coordinator will review them and respond to you if necessary.

**PAGE 10 – AGREE TO POLICIES AND SAVE**

25. The final step of the request is to agree to the linked policies by clicking the “I agree” box. By doing so, you acknowledge that you will follow all University and RSO policies regarding use of space on campus. Failure to do so can result in disciplinary action and/or charges for your RSO.

26. Click Save!
27. Once submitted, you will receive the confirmation page – there will be a large green box with confirmation text at the top of the page. Please note the following:

a. Your request still requires review and approval from the Center for Student Involvement. This means that your request will remain in “DRAFT” state until this has been completed. Locations will saved as preferences and not assigned until the CSI has approved the request.

b. **View Details:** Click this button to go to the details page of the request

c. **Edit:** Click this button to edit the request. You can edit the request directly as long as it is in “DRAFT” state. After that, please see the “Editing after CSI Review” section on page 20.

d. **Copy:** If you want to copy this request – to use as a template for another request – click this button.

e. **Email:** If you want to email the details of the request, or a direct link to the request, click this button. You can type in any email address to email it to.
EDITING A REQUEST

Once submitted, you may need to edit your request, for various reasons: change date/time, change location, adjust setup, modify event support needs, etc.

EDITING BEFORE CSI REVIEW (DRAFT STATE)
While your request is still in DRAFT state, you can edit it directly. You can do this by:

1. On the Dashboard, find the “Your Event Drafts” box and click the “# Event Draft in which you are the Requestor.” This will take you to a list of your requests that are currently in DRAFT state.
2. Locate the request you’d like to edit and click the name of the event.
3. Click “Edit this Event” along the top.
4. Make any necessary edits in the request form and click Save.

Your request will be reviewed by the Center for Student Involvement with the changes and modifications.

EDITING AFTER CSI REVIEW (TENTATIVE/CONFIRMED STATE)
Once your event has been reviewed and approved by the CSI, it will be moved into Tentative or Confirmed state. At this point, your RSO can no longer directly edit the request. However, you can request for changes to be made. To do this, follow these steps:

1. On the Dashboard, find the “Your Upcoming Events” box and click the “# Events in which you are the Requestor.” This will take you to a list of your requests.
2. Locate the request you’d like to edit and click the name of the event.
3. Click “More Actions” along the top yellow bar.
5. Enter the following information:
   a. **“To Do” Name:** Enter something like “Changes to this Request”
   b. **“To Do” Comment:** Enter **SPECIFIC** information about what to change. For example, “Please change date from ###.###.##### to ###.###.#####.” OR “Please adjust the setup option from 10 tables to 15 tables.” Detailed information is IMPORTANT and extremely helpful.
   c. **Due Date:** Always put today’s date - the date you submit the to do task!
   d. **Assigned To:** Choose “RSO COORDINATOR” from the list.

6. Click “Create.”

This will send a notification to the RSO Coordinator that your request has changes that need to be made to it. Once reviewed, the RSO Coordinator will make the changes you requested. If they have questions, they will contact you.

You will receive an email that the changes have been made once your request has been edited. **Note:** Your edits may need to go back to the location scheduler or support departments for further review and approvals. Please monitor your email and the request for updates.

**Checking Status of an Edit Request** You can check the status of your edits request at any time by clicking the “Task List” tab on the requests details page. Under “To Do’s” you will see your edits. The different status options mean:

- **Active:** The request has not yet been approved or denied by the RSO Coordinator. This means the changes requested have not occurred yet.
- **Complete:** The changes were completed and made to the reservation.
- **Declined:** The changes to the request were declined by the RSO Coordinator and not completed.
OTHER INFO TO KNOW

AFTER HOURS REQUESTS
25Live restricts scheduling of locations based on the building hours entered by the University. This means that if you are wanting to request use of a space “after hours” (outside of the building’s regular hours), you need to follow a slightly different process:

> **Event Date & Time**: For the event date & time (pages 3 & 4 in request process), choose a date and timeframe that is as close to the actual time you want. Then in the “Questions/Comments to RSO Approver” – please list the full details of the day/timeframe of the event. For example:
  - If your event starts before the building closes, put the start time as the actual start time, and then the end time is when the building closes. Then enter the full details in the Questions/Comments box.
  - If your event is completely outside of regular hours, then choose a random day/time close to actual time. Then enter the full details in the Questions/Comments box.

You will be notified via email of any questions or concerns about your request, as well as status updates. Please note that after hours requests can take extra time to review and process.

QUESTIONS ABOUT 25Live & SCHEDULING
Any questions from RSOs regarding 25Live should be sent to the Center for Student Involvement at clubsuuf@uw.edu. The RSO Coordinator will review and respond.