25Live Request Form Steps for Users

Step 2: Filling out the Event Form



Event Name: Enter the event name.

Select the best description for your event: Select the category type this falls into using the dropdown menu.

Primary Department or Organization: Select your department/organization from the dropdown menu.

Additional Department or Organizations: Select the Edit button to add more hosts to this event.





Event State: Tentative will default in this category, the respective Location Steward will review your request.

Terms and Conditions: Check the terms and conditions box to proceed with the request.

After Saving This Event: Select the radio dial that best fits your needs promptly after saving this event.

Save this event using the blue Save button in the lower right of the form.

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