

## Illinois Wesleyan University Scheduling Instructions

To schedule an event, go to the Events Calendar from the University website ([www.iwu.edu](http://www.iwu.edu)). Click on “Campus Events” and then “Search All Campus Events”. Then select “My Requests”. Once you are logged in, you will go to the reservation screen.

### Part 1: Request an Event

Event Name:	<input type="text"/>
Event Title:	<input type="text"/>
Event Type:	(Unspecified) ▼
Sponsoring Organization:	(Unspecified) ▼
Expected Head Count:	<input type="text"/>

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The Event Name is the name that will show up on the University calendar. Make it something descriptive, not things like “Faculty Member’s Name”.

The Event Title will pop up when the curser is placed over the event name.

The Event Type and Sponsoring Organization you will select from the drop down menu. If you have a type or organization that is used frequently but not on the list, let Lesley know.

Expected Head Count also must be filled in. If the number changes, you will let the scheduler know.

***Please fill in ALL of Part 1.***

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### Part 2: Date/Times of Events

***Be sure to put in the start and end time of the event in these boxes, not the set up time needed. That will go in the comments section for the scheduler to enter separately.***

Start:	February ▼	28 ▼	2008 ▼	10 ▼	: 00 ▼	AM ▼
End:	February ▼	28 ▼	2008 ▼	11 ▼	: 00 ▼	AM ▼

*Use drop downs to select start date and time and end date and time.*

Repeat:

None

Ad Hoc

February 28 2008



Daily

Repeat Every: 1 Day(s)

Until: February 28 2008

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

Monday Tuesday Wednesday Thursday Friday  
Saturday Sunday

Until: February 28 2008

For: 1 Repetition(s)

*Select appropriate repeat pattern if there is one, or select "none" if this is the only occurrence. If a meeting repeats at a different time of day, you will need to put that information in the comments section since only one start and end time may be selected from above. If you select a number of repetitions, be sure to count the first occurrence as one of the repetitions.*

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### Part 3: Space Preference

Space Preference:

Specific Space: (Unspecified)

Any Space In: Ames Library

Other:

Enter the space you prefer using drop downs. If not in drop down, select other and specify, but all spaces should be in the drop down. If you have 2<sup>nd</sup> and 3<sup>rd</sup> choices, you can enter them in the comments section later.

Some rooms listed may not be available for reservations, but they are listed so that special events will be correct on the University Calendar (for example, Tommy's in the Hansen Student Center).

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#### Part 4: Resources

Resources:

See descriptions below for AV Cart and Case Combo equipment.

AV Cart A – Memorial Center Only  (Number)

Chairs  (Number)

Coat Rack, Portable  (Number)

Conference Phone  (Number)

(more options....)

#### Memorial Center AV Resource Descriptions:

**AV Cart A:** computer with CD, flashdrive, VCR/DVD, LCD projector, sound, Internet capability upon request

**AV Cart B:** laptop computer with DVD drive, LCD projector, Internet capability upon request (no sound); wireless internet capability

**AV Cart C:** 25-inch TV, VCR and DVD

Select all needed resources and specify quantity. Above are a few descriptions to help with that.

**If requesting a sound system, please describe your needs in the Comments field below.**

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#### Part 5: Custom Attributes

If there is a link with more information that you would like attached to the event on the calendar, you may enter it here.

Optional - include a link for more information to be published with event details online.

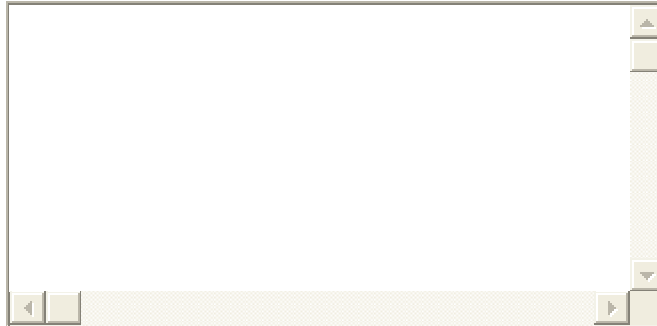
Web Site  (Text)

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## Part 6: Comments & Description

*Additional information the scheduler should be aware of, including sound system needs, whether you'll be arranging catering, if you need to be in the space early for set up, etc.*

Comments:

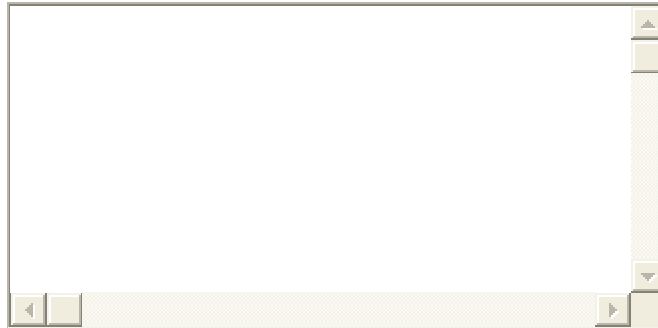


*Enter all appropriate comments. This should include things you would need to let the scheduler know that the form did not allow for such as:*

- 1. Will catering services be used?*
- 2. Are there additional events that go along with this request (such as another date/time for another room, but that is still part of this event).*
- 3. Any resource that is not on the form (such as garbage cans)*
- 4. What the resources requested will be used for. Ex. For the LCD projectors, Media Services needs to know if they will need internet access, if sound is needed (or just powerpoint) and if they will be using a MAC instead of IBM laptop.*
- 5. If you need sound, what exactly will you need it for (playing music from CD, ipod, laptop; microphone(s) for speaking, singing; a band, etc)*
- 6. Do you want the event to show on the calendar?*
- 7. Additional options for rooms if the requested room is not available (though you should be able to see from webviewer if the room is available)*
- 8. The more information given, the easier it is for the scheduler.*

*Information about your event to appear in calendar details on the public website.*

Description:



*The description will be seen on the calendar once the event is selected, so make this descriptive for the public to know what the event is. Also, add important information such as:*

- 1. Open to the public*
- 2. Charge or “Free of Charge”*
- 3. Any other useful information*

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*Select “Next” if finished, “Reset” if you want to start over.*

**\*\*Please allow two business days for a response. If the request is needed in a shorter time frame, please use the chart below to see who to contact:**

**Campus Directory for Reserving Rooms:**

Ames Library:

Beckman (Academic Use):

Mike Limacher

556-3323

[limacher@iwu.edu](mailto:limacher@iwu.edu)

Beckman (Non-academic) and other

Ames spaces:

Katy Ritter

556-3172

[kritter@iwu.edu](mailto:kritter@iwu.edu)

Academic Buildings:

(CLA, CNS, Ames Arts, Buck,  
Stevenson, Presser, Shaw)

Gaye Bailey

556-3162

[gbailey@iwu.edu](mailto:gbailey@iwu.edu)

Evelyn Chapel:

Cheri Armstrong

556-3035

[carmstro@iwu.edu](mailto:carmstro@iwu.edu)

Weddings: Chapel Office

556-3005

Hansen Student Center:

Sara Schaller

556-3850

[sschalle@iwu.edu](mailto:sschalle@iwu.edu)

Memorial Center:

Cheri Armstrong

556-3035

[carmstr@iwu.edu](mailto:carmstr@iwu.edu)

Presser Hall – Westbrook Auditorium:

Stephanie Kohl Ringle

556-3062

[skohlrin@iwu.edu](mailto:skohlrin@iwu.edu)

Quad and Non-Athletic Outdoor Facilities:

Cheri Armstrong

556-3035

[carmstro@iwu.edu](mailto:carmstro@iwu.edu)

Residence Halls:

Terrance Bond

556-3591

[tbond@iwu.edu](mailto:tbond@iwu.edu)

Shirk Athletic Complex and Athletic  
Outdoor Facilities:

Mike Wagner

556-3341

[mwagner@iwu.edu](mailto:mwagner@iwu.edu)

Wilder Guest House:

Terrance Bond

556-3585

[tbond@iwu.edu](mailto:tbond@iwu.edu)

If you have any questions regarding the scheduling process, please send an email to [bookit@iwu.edu](mailto:bookit@iwu.edu).