

Illinois Wesleyan University

Scheduling Instructions

To schedule an event, go to the “Searchable Calendar of Events” from the University website. 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"/>

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.

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

(more next page)

Daily

Repeat Every: Day(s)

Until: February 28 2008

For: Repetition(s)

Weekly

Repeat Every: Week(s)

On:

Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Until: February 28 2008

For: 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.

Part 3: Space Preference

Space Preference:

Specific Space:

Any Space In:

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 2nd and 3rd 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).

Part 4: Resources

Resources:

See descriptions below for AV Cart and Case Combo equipment.

Amplifier/Speaker (Number)

Audio Amp (Number)

Audio Effects Rack (Number)

Audio Mixer (Number)

(more options....)

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)

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

Case Combo 1: Sony 5 Disc, Dual Cassette

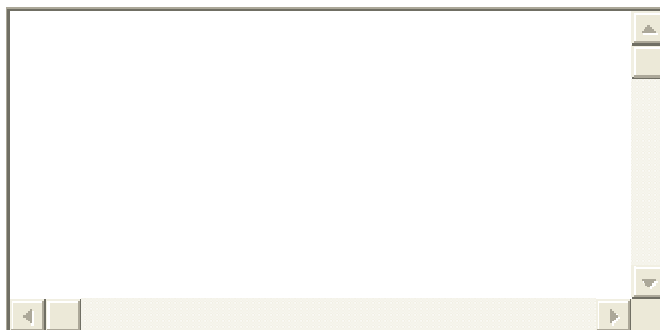
Case Combo 2: Sony DVD, Sony Cassette Deck

Case Combo 3: Nakamichi 7 Disk CD, Tascam Cassette Player, TOA AM-FM Tuner

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

Part 5: Comments & Description

Comments:

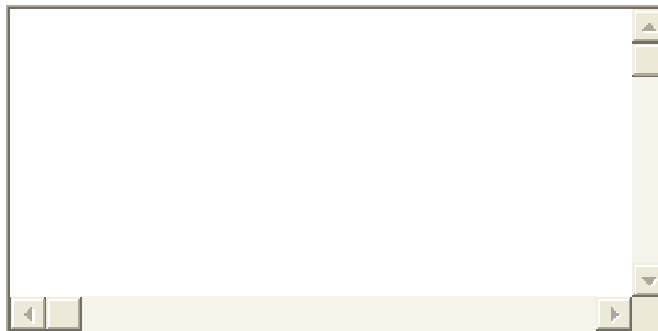


Enter all appropriate comments. This should include things you would need to let the scheduler know that the form did not allow for such as:

- 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. Do you want the event to show on the calendar?
6. 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)
7. The more information given, the easier it is for the scheduler.

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

Next ...	Reset
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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:

Information Services (Academic Use):
556-3161

Non-academic Use:

Renee Durst
556-1335

Classrooms and the Chapel:

Sharon Albee
salbee@iwu.edu
556-3161

CNS Dance Studio:

Jean Kerr
jkerr@iwu.edu
556-3212

Conferences (and facilities use in the summer):

Terrance Bond
tbond@iwu.edu
556-3591

Hansen Center:

Kevin Clark
kclark@iwu.edu (preferred)
556-3850

Memorial Center (and the quad):

Cheri Armstrong
carmstro@iwu.edu (preferred)
556-3035

Presser Hall – Westbrook Auditorium:

Stephanie Kohl-Ringle
skohlrin@iwu.edu
556-3062

School of Art (Exhibition):

Jennifer Lapham
jlapham@iwu.edu
556-3391

Shirk:

Mike Wagner
mwagner@iwu.edu
556-3341

Theatre (including Phoenix & Lab Theatre):

Kelly Ullom
kullom@iwu.edu
556-3011

Wilder Guest House:

Terrance Bond
tbond@iwu.edu
556-3591

If you have any questions regarding the scheduling process, please send an email to bookit@iwu.edu.