

# Illinois Wesleyan University

## Scheduling Instructions

To schedule an event, go to the “Searchable Calendar of Events” from the University website (www.iwu.edu). 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.

### 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: 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.*

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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).

#### 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

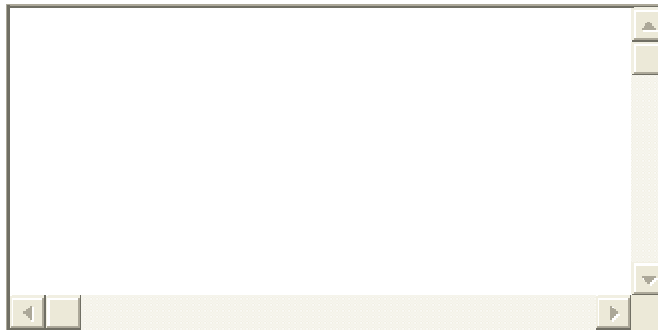
**Case Combo 3:** Nakamichi 7 Disk CD, Tascam Cassette Player, TOA AM-FM Tuner

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

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#### Part 5: Comments & Description

Comments:

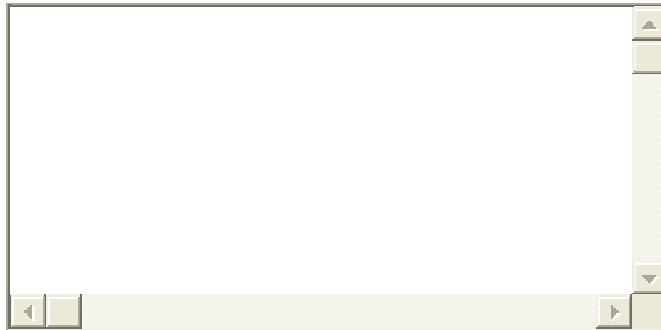
A large empty text area for comments, featuring a light beige background and a thin border. It includes standard scrollbars on the right and bottom edges.

*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*

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Next ...    Reset

*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:

Christine Horner

556-3172

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

Academic Buildings:

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

Sharon Albee

556-3161

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

Evelyn Chapel:

Hope Luckie

556-3005

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

Hansen Student Center:

Kevin Clark

556-3850

[kclark@iwu.edu](mailto:kclark@iwu.edu) (preferred)

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

556-3591

[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).**