

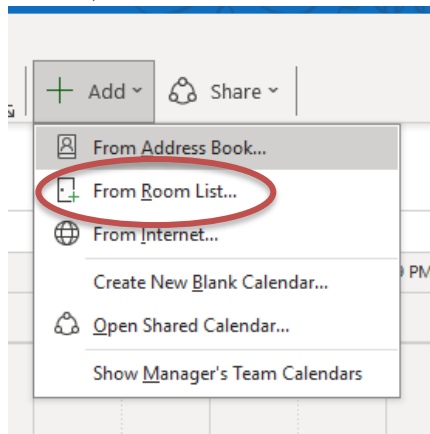


# Event Planning: Calendar Reservations Standard Operating Procedures

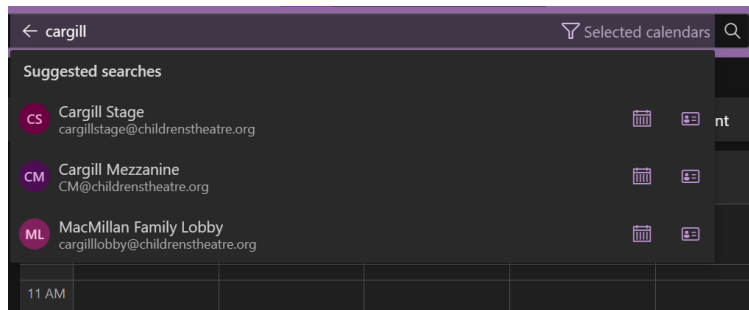
October 23, 2024

## Calendars

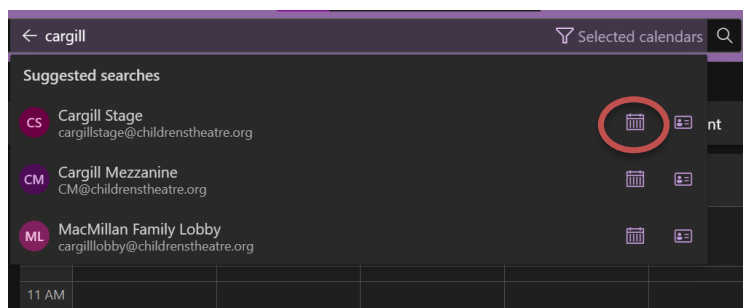
1. Check the room calendar by either:
  - a. In the original Outlook App:
    - i. Adding the room to your calendar (note: this will save the room calendar on your personal calendar)



- b. Searching for the room calendar in the search bar of your personal calendar
        - i. Type in the name of the room and it will come up.



- ii. Simply click on it to see that room's schedule or you can add that room to your personal calendar by clicking on "add".

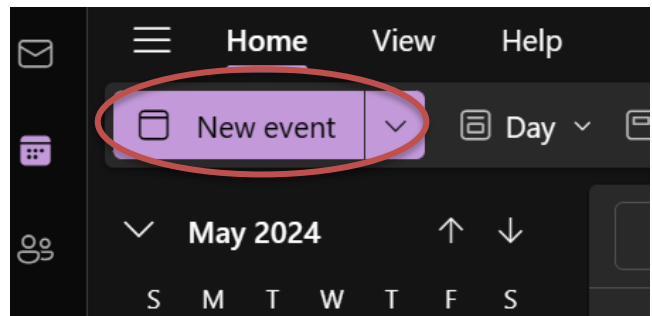
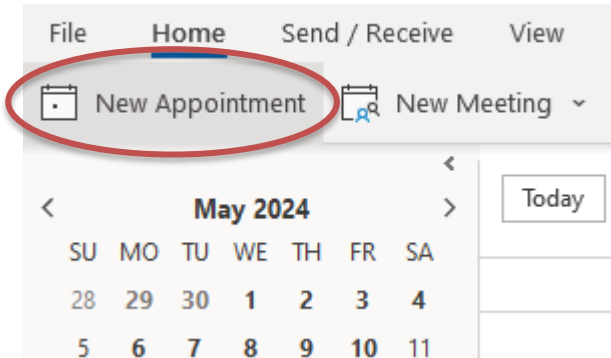




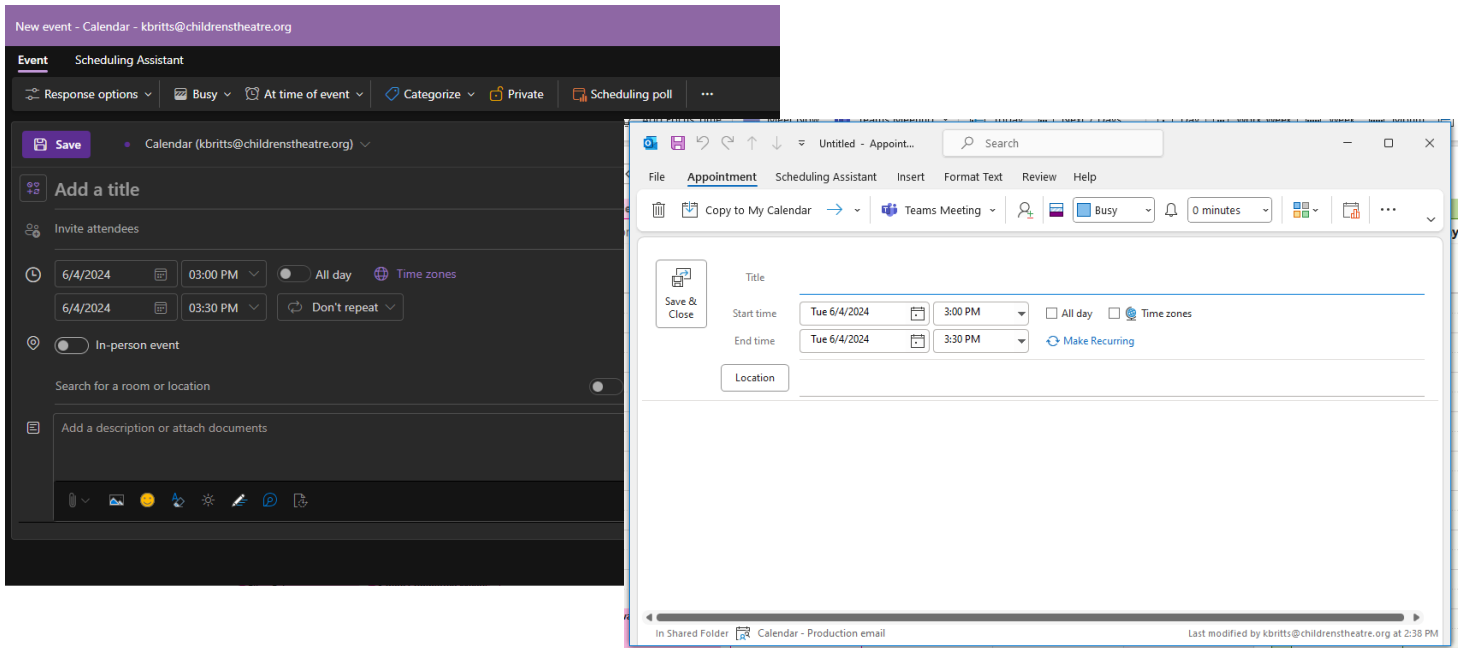
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2. If the room is available at the date and time you would like it, create a new event/appointment.



3. Enter in the specifics of your event, such as the title and any description you would like. Please note that you must put in the date and time prior to the Room/Location.



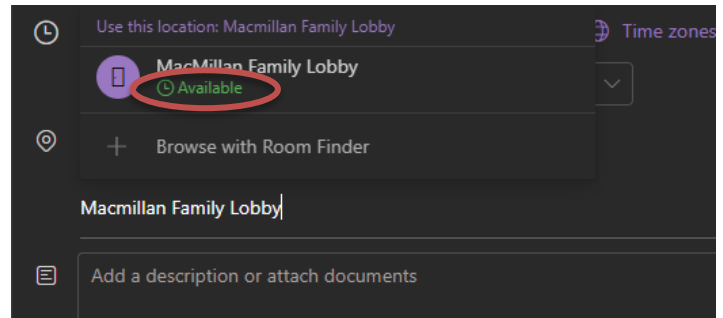
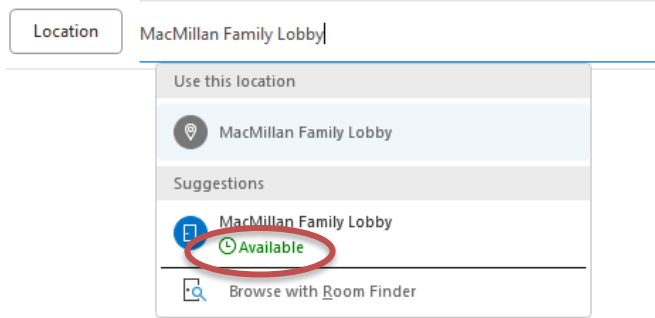
4. In the "Location", type in the room name. When it pops up, click on it.



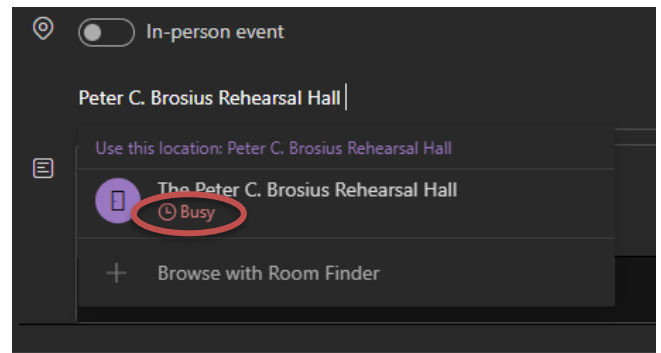
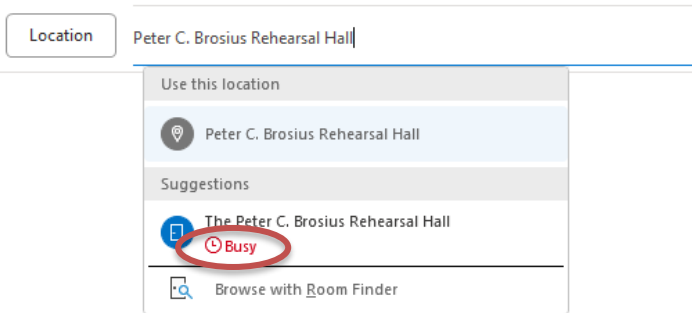
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- a. When the Room is available, you will see “Available” under the room name



- b. If the room is not available, it will say “Busy”. If the room is busy, you will not be able to host your event there. If you look at the calendar and there is just a hold on the room for a full day, contact the person who has placed the hold and talk with them about the possibility of hosting your event there.



5. On the “Attendee” list, please invite all people that are hosting the event, or anyone that you might think needs this to be on their calendar as well.
6. Once you hit “sent” the calendar request will be sent to those on the Attendee list and the room manager who will then confirm or deny your request.
7. Make sure to reserve your space for the set-up and strike time that you may need it as well.
  - a. If your event falls on a weekend or during a time that Maintenance is not typically scheduled (M-F, 7 AM – 3 PM) you may need to request additional Maintenance support through Adam Scarpello. Please make sure that the space is booked accordingly to when strike will actually be able to occur.