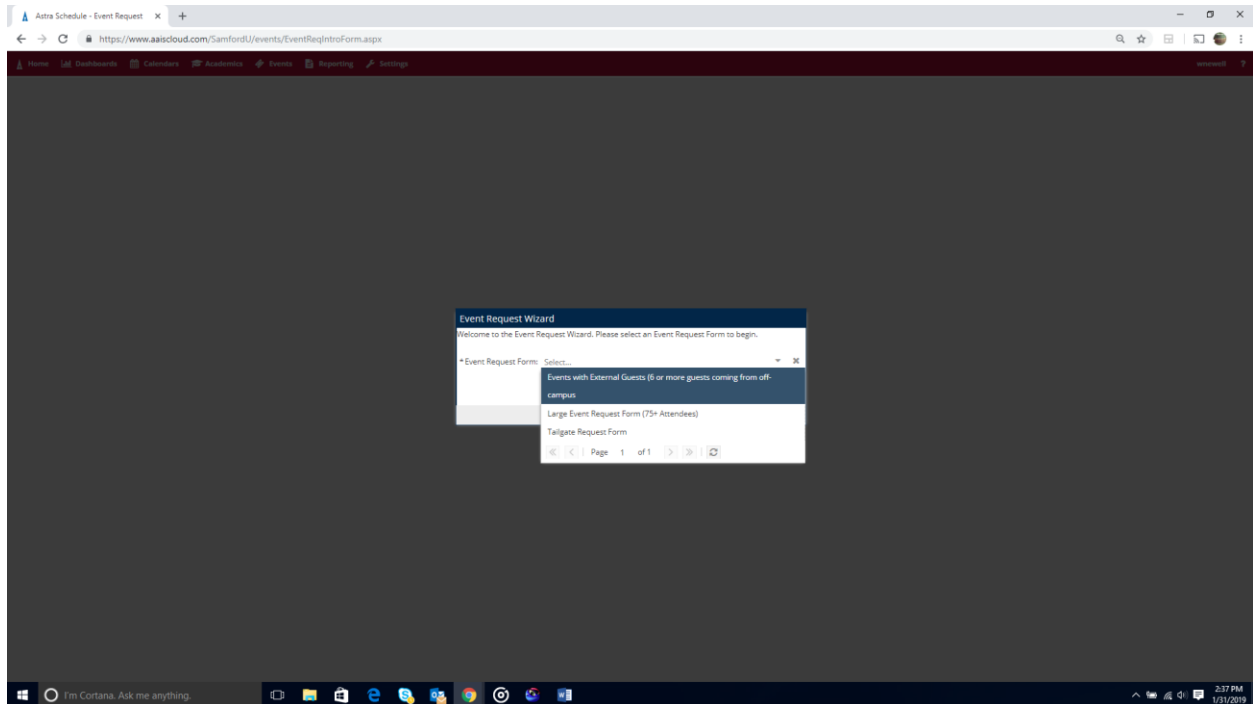


First things first, choose the appropriate Event Request form. The form you should be using for events that will bring more than six guests who are not Samford students, faculty or staff is, you guessed it, “Events with External Guest” form.



Please complete all required fields. Required fields are designated with an asterisk. Remember to describe your event in as much detail as possible. Events with vague descriptions could be declined. The note section is where you can give us direction in how you want your event set up. Try to be as exact as possible otherwise the success of your event could be affected.

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Samford locations or resources, or if the University is closed due to holiday.

Event Information

*Customer:
Events Management

*Contact Name:
Test Admin, Events

*Contact Email:
events@samford.edu

*Contact Phone:
2057262652

*Index Code (Required to pay services needed - Security, signs, traffic management, custodial, shuttle, etc.)
YOUR INDEX CODE

Type of Event? (If this is a Sponsored Event, the Sponsorship Verification Form must be completed before this request will be approved):
Internal - University Population E

*Event Name:
A Fun Event for External Guests

*How many internal guests? (Includes students, faculty, staff):
600

*Will there be external guests coming onto campus for this event?
 Yes
 No

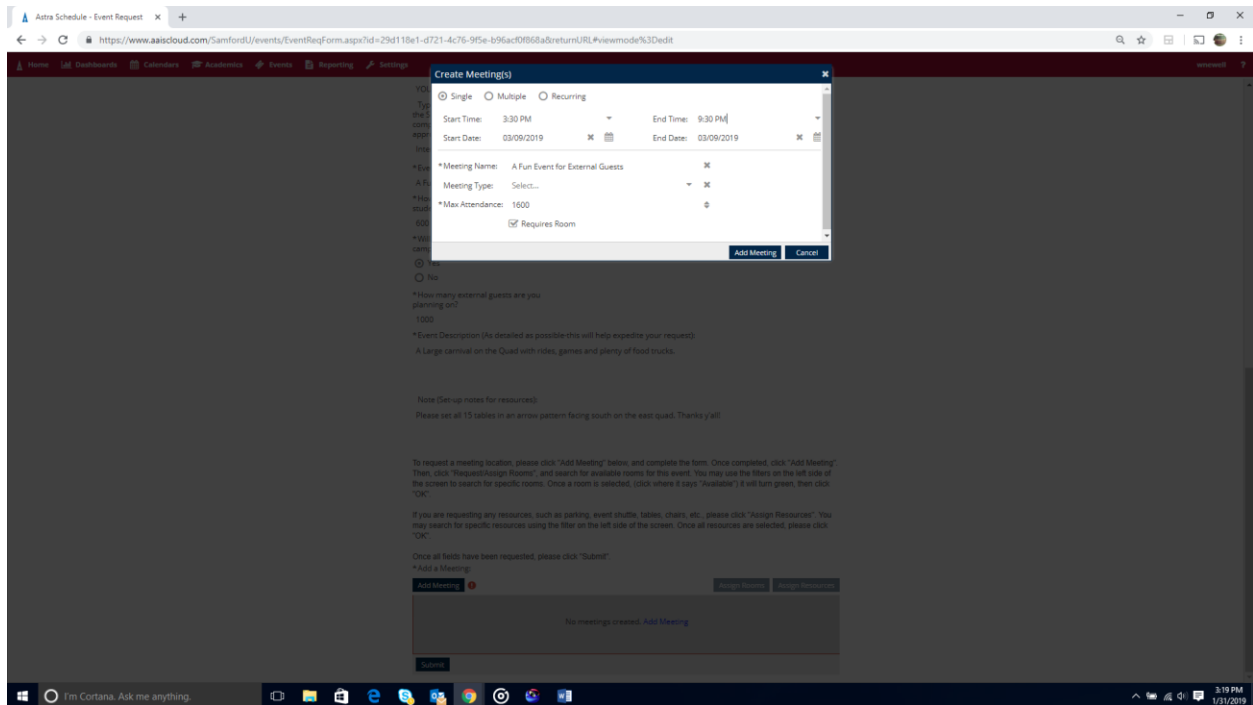
*How many external guests are you planning on?
1000

*Event Description (As detailed as possible this will help expedite your request):
A Large carnival on the Quad with rides, games and plenty of food trucks.

Note (Set-up notes for resources):
Please set all 15 tables in an arrow pattern facing south on the east quad. Thanks y'all!

2:51 PM 1/21/2019

Just like in the standard meeting creation process in SPACES make sure to choose your meeting frequency, date and time. By default, the system will populate the name of your event as the meeting name. You may use this or change it.



Next, choose your room. Remember that you may choose more than one room. (Tip: put a check in the “Show only available Rooms” box. This will filter out unavailable rooms.

The screenshot displays the 'Assign Room' dialog box within the Astra Schedule application. The dialog is titled 'Assign Room' and features a 'Filter' section on the left with the following options:

- Show Current Filter
- Search
- Room Options
 - Show Only Available Rooms
 - Show Shared Rooms
 - Show Alt Room Configs
- Capacity: Between 1600 and
- Campus
- Building
- Room
- Region
- Room Type
- Feature
- Facility Layout

The main area of the dialog contains a table with the following data:

Room	A Fun Event for ...
LSWFA 100	Available
EVENTS 001	Available
PHC 2017	Unavailable
SISTD STADIUM	Available
MORCO 001	Available
FAIRHS 001	Available
MADCCIT 001	Available
MADCO 001	Available
HIMWOOD.001	Available

At the bottom of the dialog, there are instructions: 'If you are requesting any resources, such as parking, event shuttle, tables, chairs, etc., please click "Assign Resources". You may search for specific resources using the filter on the left side of the screen. Once all resources are selected, please click "OK".' Below this, there is a section for 'Add a Meeting' with a date and time: 'A Fun Event for External Guests - Sat, 03/09/2019, 03:30 PM to 09:30 PM'. There are 'Assign Rooms' and 'Assign Resources' buttons, and an 'OK' button at the bottom.

Then, choose your resources by clicking in the appropriate box and keying in the amount you need or that is available. (tip: if resources you need aren't available please contact the Event Management office so that we can put you in touch with a campus verified rental company.)

The screenshot shows a web browser window with the URL <https://www.aaiscloud.com/SamfordU/events/EventReqForm.aspx?id=29d118e1-d721-4c76-9f5e-b96acf0f868a&returnURL#viewmode%3Dedit>. The page title is "campus for this event?". The main content is a modal dialog titled "Add Resource".

The dialog has a "Filter" section on the left with a search box and a "Resources" section with filters for "Resource Type", "Resource Category", "Resource Group", and "Resource".

The main table in the dialog has the following columns: "Resources", "Qty", and "- a meeting". The table data is as follows:

Resources	Qty	- a meeting
⊙ Chair - Banquet Regions Community Resource ...	400	400 Available
⊙ Chair - Blue Plastic	90	90 Available
⊙ Chair - Howard Room	98	98 Available
⊙ Chair - INDOOR	180	180 Available
⊙ Chair - Sullivan Cooney Family Fieldhouse	130	130 Available
⊙ Power Panel	3	3 Available
⊙ Recycling Bins	20	20 Available
⊙ Table - 60-inch Dining Rounds - Regions Comm...	30	30 Available
⊙ Table - 6-foot Display - Cooney Hall	30	30 Available
⊙ Table - 72" Sullivan-Cooney Family Field-House	12	12 Available
⊙ Table - 72-inch Round - Pete Hanna Center	25	25 Available
⊙ Table - 8 foot	34	34 Available
⊙ Table - 8 foot - Regions Community Resource R...	8	8 Available
⊙ Table - Howard Room - 67"	9	9 Available

A red arrow points to the "400 Available" cell in the first row. At the bottom of the dialog, there are "OK" and "Cancel" buttons. Below the dialog, a status bar shows "a meeting - Thu, 02/28/2019, 04:00 PM to 04:30 PM" and a "Submit" button.

Finally click the submit button. This will submit the form to the events management office for consideration. (Tip: any errors you make will be signified by a red exclamation point.)

← → ↻ 🔒 https://www.aaiscloud.com/SamfordU/events/EventReqForm.aspx?id=29d118e1-d721-4c76-9f5e-b96acf0f868a&returnURL#viewmode%3Dedit 🔍 ☆ 📄 🌐

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*How many external guests are you planning on?

*Event Description (As detailed as possible-this will help expedite your request):


Note (Set-up notes for resources):

To request a meeting location, please click "Add Meeting" below, and complete the form. Once completed, click "Add Meeting". Then, click "Request/Assign Rooms", and search for available rooms for this event. You may use the filters on the left side of the screen to search for specific rooms. Once a room is selected, (click where it says "Available") it will turn green, then click "OK".

If you are requesting any resources, such as parking, event shuttle, tables, chairs, etc., please click "Assign Resources". You may search for specific resources using the filter on the left side of the screen. Once all resources are selected, please click "OK".

Once all fields have been requested, please click "Submit".

*Add a Meeting:

Add Meeting  Assign Rooms Assign Resources

No meetings created. [Add Meeting](#)

Submit