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.
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.)
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.)
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.)