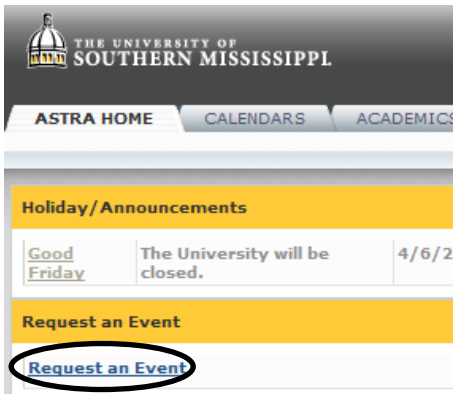
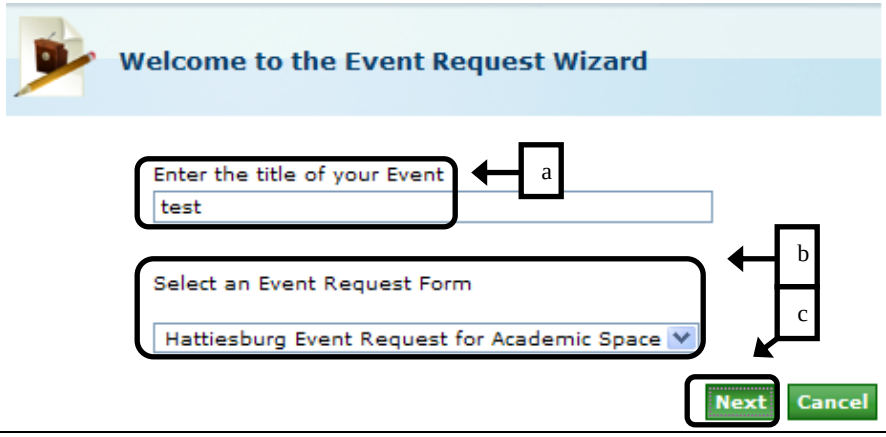
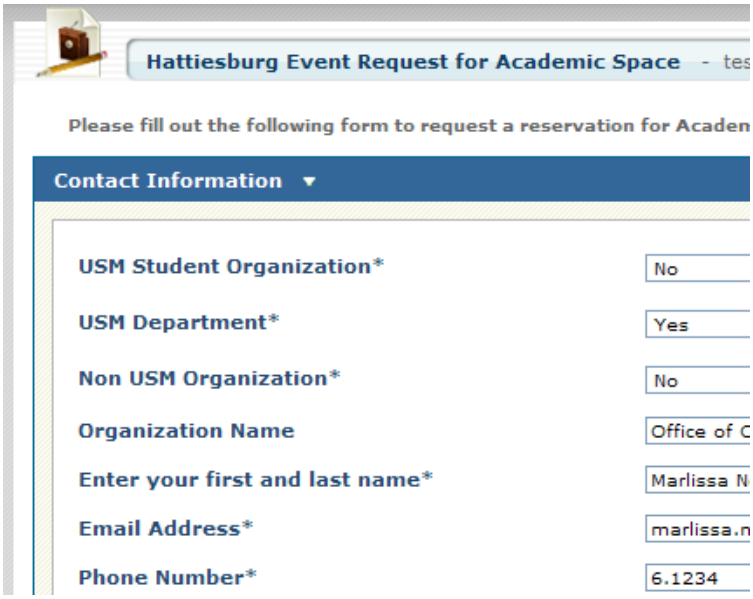
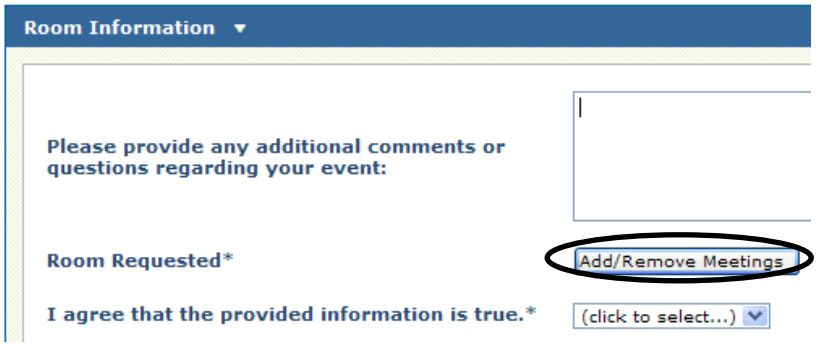
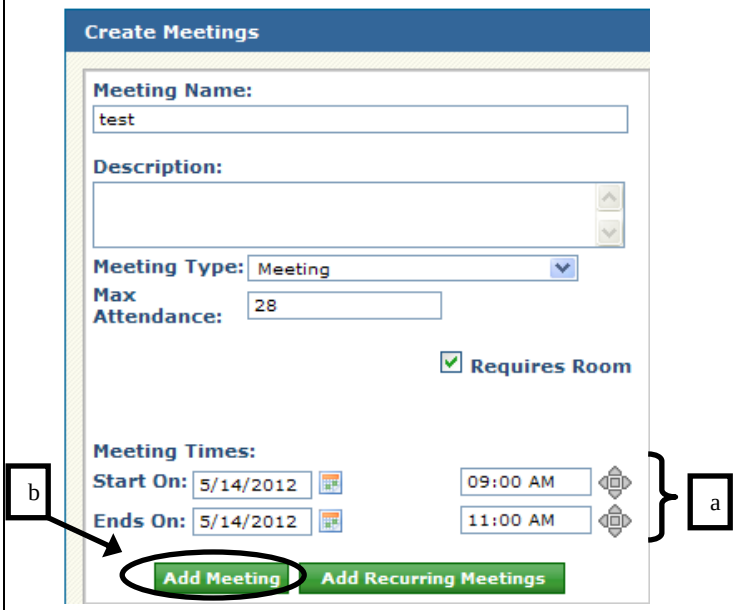
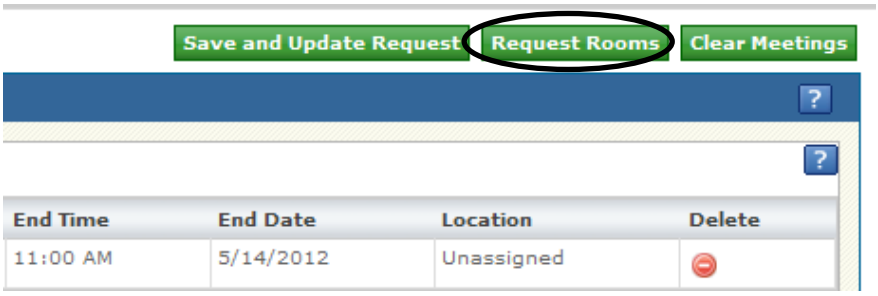
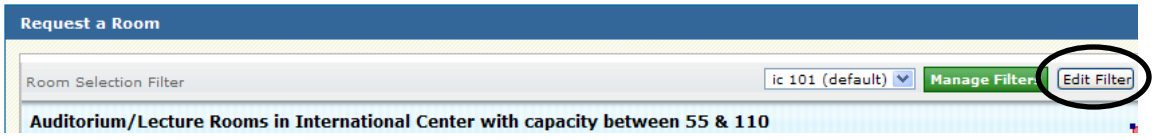
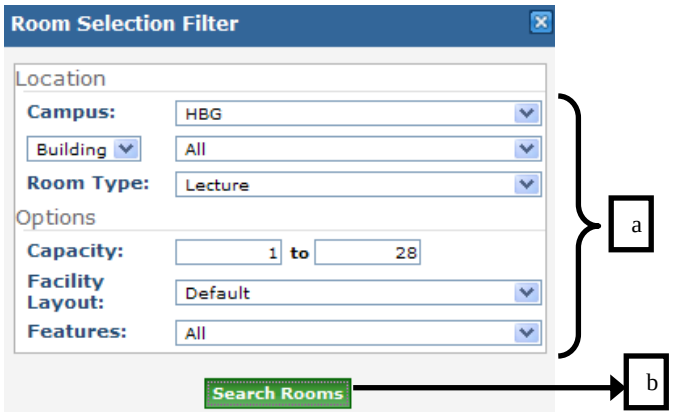
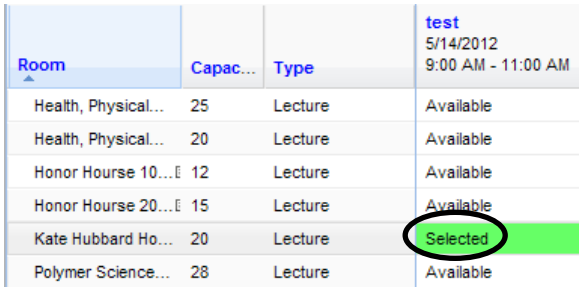
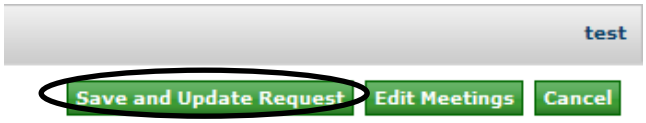
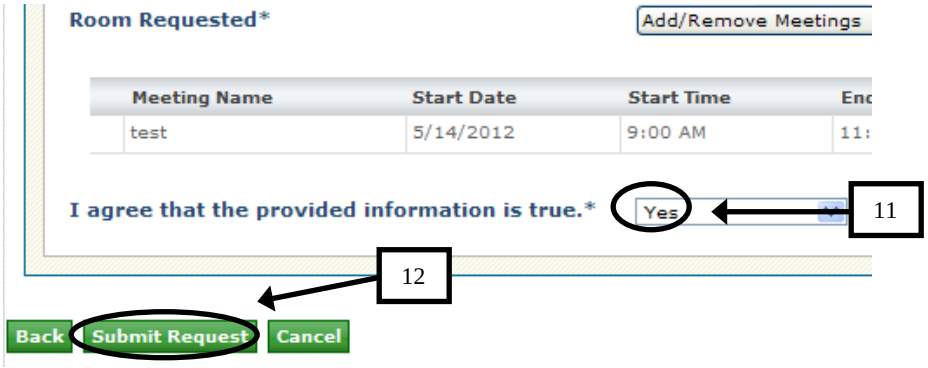
Request an Event

NOTE: Event forms are created by the individual areas, thus each form will be slightly different. For example, some forms will allow you to choose a room for your event and other forms will not. However, all of the forms prompt you for the required info to help you more easily fill them out.

1.	Click on the **Request an Event** link. 
2.	Enter: a. event title. b. location for your event. c. Click the **Next** button. 

3.	Complete the required fields, which are noted with an asterisk (*). 
4.	If available, you can dictate date/time and request a room location. <This is NOT always available.> Click the **Add/Remove Meetings** button. 

5.	a. Enter the pertinent information, including the max attendance, start/end dates, and start/end times. b. Click on the **Add Meeting** button. 
6.	Click on the **Request Rooms** button. 
7.	Click the **Edit Filter** button. 

8.	a. Enter the pertinent information. b. Click the **Search Rooms** button. 
9.	To request a room, click on the "**Available**" option to the right of the room. It will then display "Selected." 
10.	Click the **Save and Update Request** button. 
11.	Click the **Yes** option.
12.	Click the **Submit Request** button.