

# Events Request form

- 1.) Go to your **myWSUTech** account and select the “Event Request” link listed in the “Employee” tab.
- 2.) Please fill out as much of the form as you can and give as much information as you can.
  - a. In the “Event Description” box please give as many details as you can
- 3.) Select your requested Campus and select if your event is a paid event or not.
- 4.) Select “Add meeting”

## Event Planner Information

\*Your name:

\*Email Address:

\*Contact Phone:

\*Event Title:

\*Event Type:

Event Description:

Campus

Paid Event

\*Add a Meeting

No meetings created. [Add Meeting](#)

**Utilization of Academic Classrooms:** Classrooms are prioritized for college courses. Only if an event space does not meet the need of event will a classroom be considered. However, classrooms cannot be scheduled more than 2 weeks before the start of the term and your event could be bumped after scheduling if a course requires the classroom.

- 5.) Select your meeting type: Please fill out ALL information in your specific meeting type

Create Meeting(s)

Single  Multiple  Recurring

**Single Meeting:** You need a room for a one-time event/meeting

Create Meeting(s)

Single  Multiple  Recurring

Start Time: 3:30 PM End Time: 4:00 PM

Start Date: 04/27/2023 End Date: 04/27/2023

\* Meeting Name:

\* Max Attendance:

Add Meeting Cancel

**Multiple Meeting:** This meeting happens on multiple dates, but not at the same time every week and only for a set group of time.

1. Please click on **all** the dates you would like to include and then hit the **YELLOW** and **WHITE** arrow in the middle of the calendar and “Meetings” box.

**Create Meeting(s)**

Single
  Multiple
  Recurring

Start Time: 3:30 PM
 End Time: 4:00 PM

Today Clear

April 2023						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

\* Meeting Name:

\* Max Attendance:

**Recurring Meeting**- This is used when your event/meeting happens at the **SAME TIME** daily, weekly, monthly, or yearly.

**Create Meeting(s)**

Single
  Multiple
  Recurring

Start Time: 3:30 PM
 End Time: 4:00 PM

Recurrence Pattern

Daily
  Weekly
  Monthly
  Yearly

Every 1 day(s)
  Every weekday

Start: 04/27/2023
  End after 10 occurrences
  End by 05/06/2023

Recurrence Summary

Every 1 day(s) effective 04/27/2023 until 05/06/2023 from 3:30 PM to 4:00 PM.

\* Meeting Name:

\* Max Attendance:

- 6.) Please give as much information as possible when describing:
- a. Room or when suggesting a specific room
  - b. Describing your catering, service, A/V, furniture, or other equipment needs.
- 7.) Please provide any additional information you may need the Events team to know or be aware of
- 8.) Hit Submit:

[Add Meeting](#)

No meetings created. [Add Meeting](#)

**Utilization of Academic Classrooms:** Classrooms are prioritized for college courses. Only if an event space does not meet the need of event will a classroom be considered. However, classrooms cannot be scheduled more than 2 weeks before the start of the term and your event could be bumped after scheduling if a course requires the classroom.

Please describe your room, or suggest a specific room if known:

\*Please describe your catering, service, A/V, furniture, or other equipment needs:

Please provide any additional comments or questions regarding your event:

[Submit](#)

- 9.) When you see the screen below hit “done” and your event request will be pushed to review.



Thank you for your request. We have received your form and will be contacting you shortly. THIS MESSAGE DOES NOT GUARANTEE THE ROOM

## . Deleting/Modifying your Reservation

- 1.) To delete or modify your reservation please email [ppitts@wsutech.edu](mailto:ppitts@wsutech.edu)