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:

Johnson, Taylor

*Email Address:

tjohnson36@wsutech.edu

*Contact Phone:

*Event Title:

*Event Type:

Select...

Event Description:

Campus

Select...

Paid Event

Select...

*Add a Meeting:

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.

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

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.

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

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:

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

. Deleting/Modifying your Reservation

1.)   To delete or modify your reservation please email ppitts@wsutech.edu