

How to request an event in Sears as a guest: <https://www.aaiscloud.com/UDayton>

- Click on “Events” tab and scroll down to request event. On the Event Request Wizard page (below) use the drop down arrow to “To request Sears Recital Auditorium”

**Event Request Wizard**

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

\* Event Request Form:

- Click “Next”
- Fill in your information below:

## To request Sears Recital Auditorium

We will add on setup time to your reservation. For music concerts the Tech Crew will arrive 60 minutes before your starting time. For all other academic events the Tech Crew will arrive 30 minutes before your starting time. You do not need to include setup time in your reservation. For Tech questions contact UDiT at 937-229-3195. For scheduling questions, or to change your reservation, contact the Music Department at 937-229-3936. NO FOOD OR DRINKS are allowed in the Sears Recital Hall. If you do not enforce this yourself you may lose your privileges in the Hall.

### Please tell us about you:

\* Department or Organization

\* First and Last Name:

\* Email Address:

Phone Number:

### Please tell us about your event:

\* Event Name:

Event Description:

\* How many attendees are expected?

Additional information regarding your event

## Event Meeting Dates and Times

Add a Meeting:

[Add Meeting](#)

[Request Rooms](#)

No meetings created. [Add Meeting](#)

[Submit](#)

- Once you click “Add Meeting” you will need to “Create Meetings” by filling in your information below

### Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time:  End Time:

Start Date:  End Date:

\* Meeting Name:

Meeting Type:

Max Attendance:

Featured  
 Private  
 Requires Room

[Add Meeting](#) [Cancel](#)

- Once you enter all your information click “Add Meeting”
- Then you will need to “Assign Room”. Then click on “Available” and it will turn green

Assign Room

Filter

Search

Custom

| Room   | fdaf  |
|--------|---|
| HM SRS | 12/12/2018<br>Wed<br>6:00-6:30am<br>Available |

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OK Cancel

- Click “OK”
- Then you will need to click “Submit” at the bottom of the next page
- After clicking “Submit” you will receive the thank you message below letting you know that your request was submitted correctly

Thank you for your request. We will notify you whether your event is approved.

Done