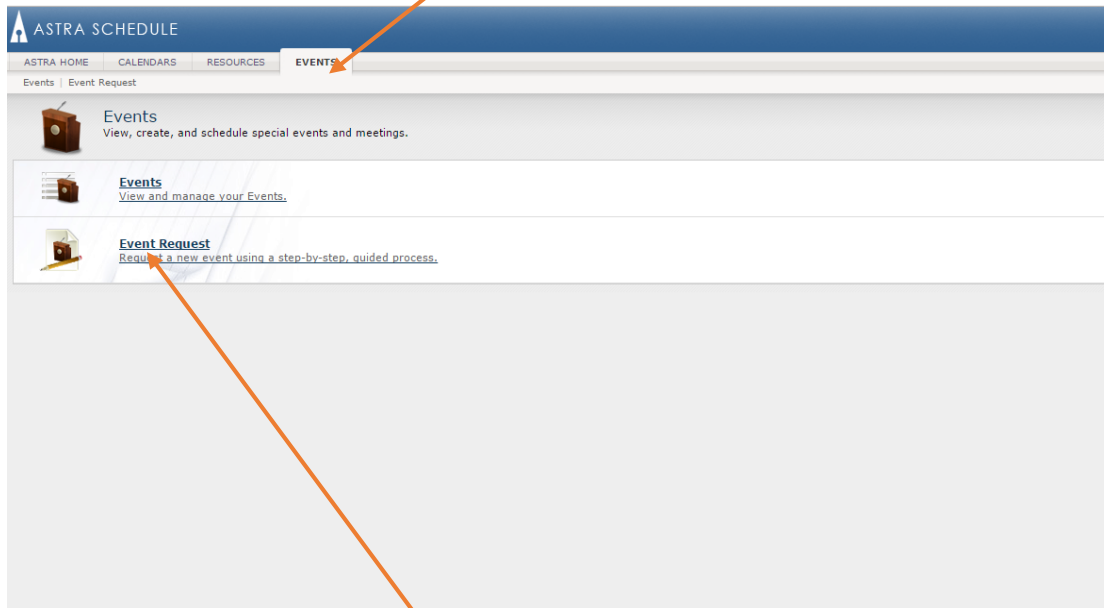


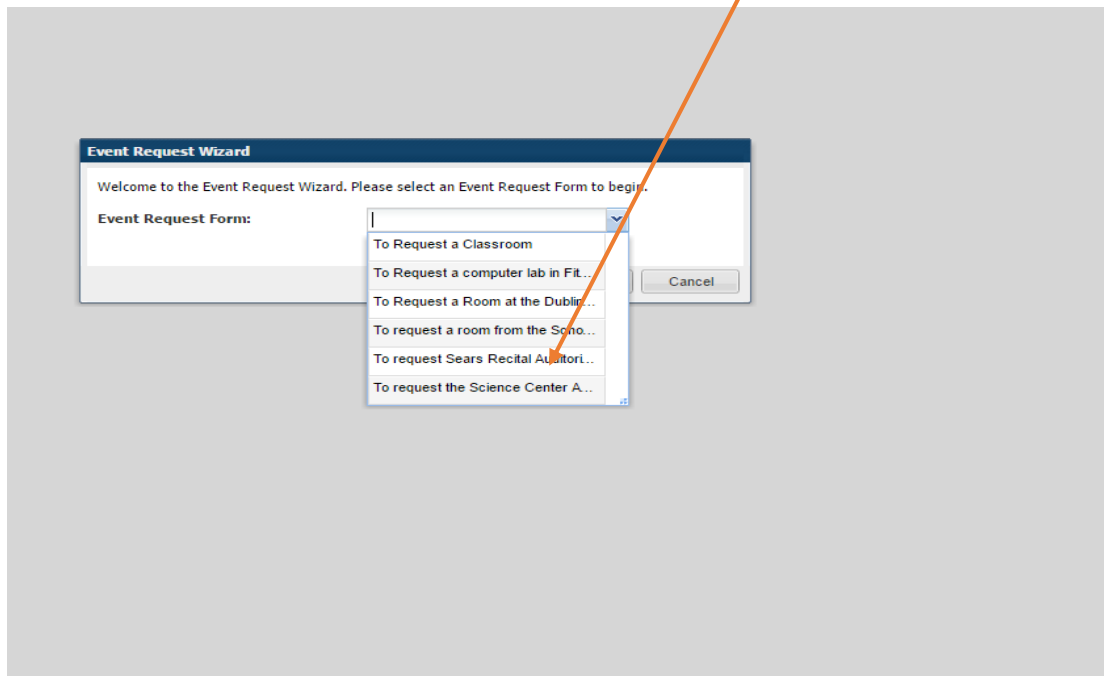
How to request an event in Sears as a guest:

Type in <http://roomscheduling.udayton.edu> (you are now logged in as a guest)

- Click on the “Events” tab



- Click on “Event Request” (this will take you to the next screen – “Event Request Wizard”)
- Choose “To Request Sears Recital Auditorium”



- Type in all the pertinent information in the highlighted spaces *

Event Request - 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 events we 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 contact the 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 reservation.

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:

[Billing Information](#)

Event Meeting Dates and Times

Meeting Name*:

Meeting Type*: On Campus

Description:

Max Attendance: 0

Requires Room

Meeting Recurrence

Single Meeting(s) | Recurring | Spanning

Start Time: 4:00 PM | End Time: 5:00 PM

Calendar view showing dates for October and November 2016. A date is highlighted in the calendar.

Meetings

Name	Start Date	Start Time	End Time	End Date	Room	Resources
Practice	10/31/2016	4:00 PM	5:00 PM	10/31/2016		

- Using the drop down arrow choose the start time and end time
- Click on the date from the calendar and then click create. This will bring you to the next block where you need to click on the to highlight your event.
- Click on HM SRS – SRS... and the Avail (Request) will turn green if available then click OK

Assign Room

Filter: Saved Filter: Room Filt

Room	Score	Practice
HM SRS - SRS...	8	Avail (Request)

Page 1 of 1 | Meetings: 0 of 1

OK | Cancel

- Click on Submit and then a box will pop up confirming your request was made successfully.

Events | **Event Request**

Editing...

Event Request - To request Sears Recital Auditorium
Please tell us about your event:

Event Name*:

Event Description:

How many attendees are expected?:*

Additional information regarding your event:

[Billing Information](#)

Event Meeting Dates and Times

Meeting Name*: Max Attendance:

Meeting Type*: Re

Description: