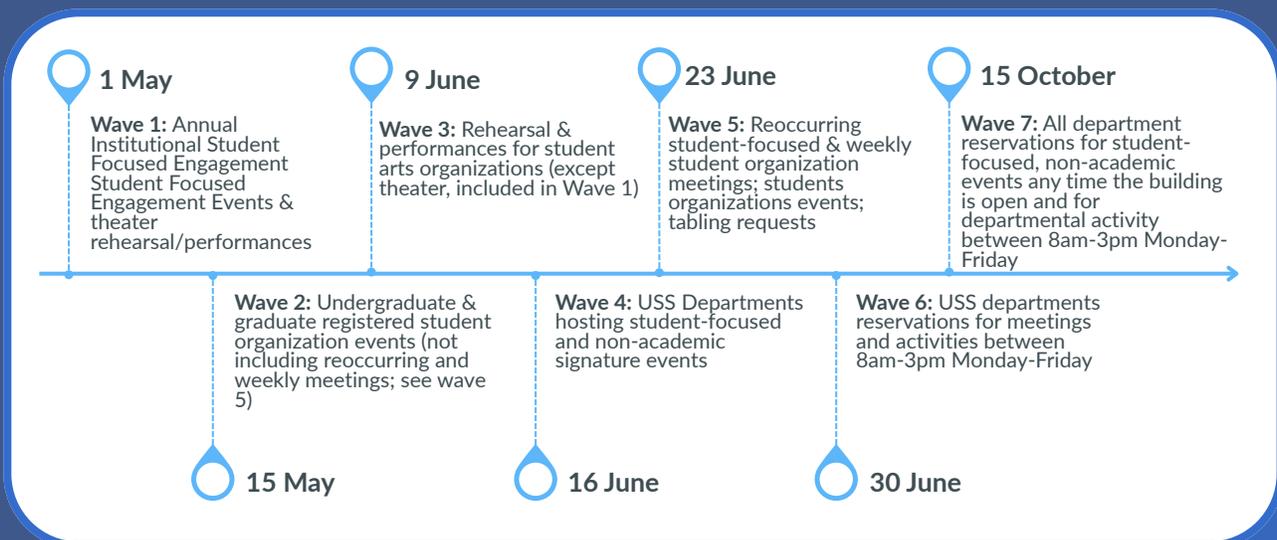


HSC PRIORITY SCHEDULING PERIOD

During Priority Scheduling, space will be assigned based on date and appropriate location through the Scheduling and Event Services Office. Starting June 30th, space requests may be submitted for event dates occurring after October 15th for the upcoming academic year. Please note all requests must be student-focused, with 90% of attendees being JHU affiliates or incoming students except for M-F 8am-3pm.

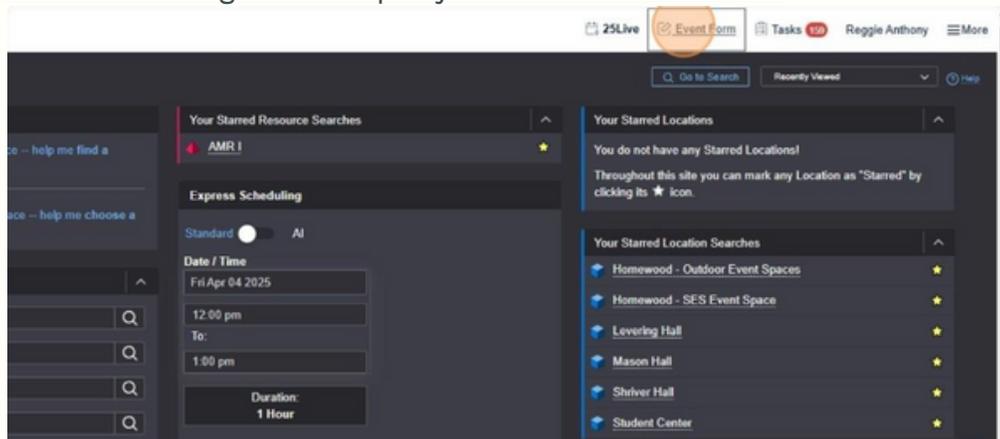


1

If you have not already done so, please click on the link below to authenticate your user account and access the 25Live scheduling:
<https://25live.collegenet.com/pro/jhu#!/home/dash>

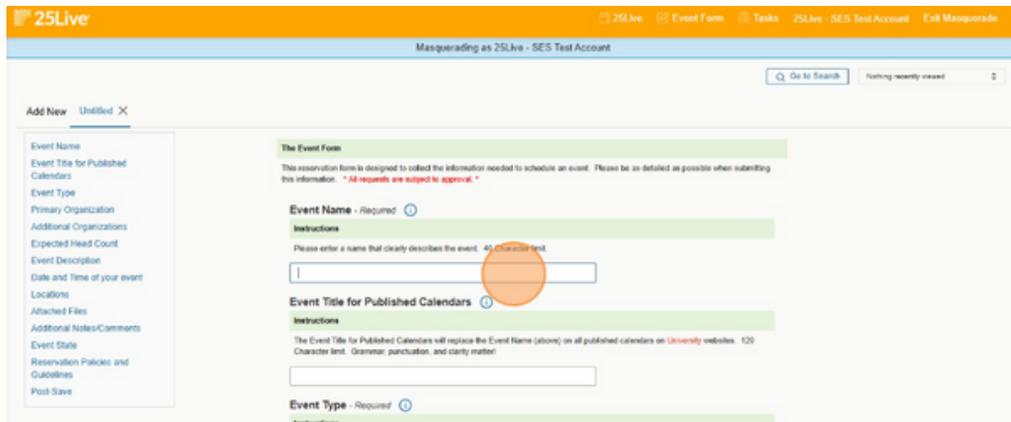
2

Once you have authenticated, please click on the Event Form option at the top of your dashboard screen.
<https://25live.collegenet.com/pro/jhut#!/home/event/form>



3

When filling out the event request form, make sure to complete all necessary information regarding your event, including a clear description/purpose of the event.



4

Please choose the preferred date of your event. You should include at least two alternate dates in the comment section at the end of the form.

Homewoodschedulevents@jhu.edu to request earlier or later access for your event request.

- Additional building operation or custodial fees may be required if you require access outside these event hours.
- Lastly, conference rooms or "As-is" spaces only have a half-hour transition time.

Event Name
Event Title for Published Calendars
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Event Description
Date and Time of your event
Locations
Attached Files
Additional Notes/Comments
Event State
Reservation Policies and Guidelines
Post-Save

Wed Apr 02 2025

2:00 pm

To

3:00 pm

Duration:
1 Hour

Additional time

Click on the calendar below to add dates or click the Repeating Pattern button to select a date pattern.

Repeating Pattern

April 2025

S	M	T	W	T	F	S
30	31	01	02	03	04	05

5

In the location search box, please make sure to type in the acronym "HSC" (Hopkins Student Center) and click the search button.

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

Note: If the search does not return the expected result, try limiting the search term to a keyword in the location name, such as the building name.

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters

Saved Searches (optional)

Search Locations

Hint Type : to use SeriesQL

Reset Search

Attached Files

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

6

During the priority scheduling period, this will display the "HSC Priority Scheduling" space holder. Once submitted, the room scheduler will determine the appropriate space based on the provided information, dates, and appropriate spaces.

Saved Searches (optional)

Search Locations

Hint Type : to use SeriesQL

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<input type="button" value="Request"/>	HSC Priority Scheduling	HSC - Priority Booking Request Room	999	1/1	None	-

Return to Top

Attached Files

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Upload a file

Additional Notes/Comments

Instructions

Complete all questions accurately.

7

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Additional Event Information - Required ⓘ

Instructions

Please answer any and all questions applicable to this event. Any questions identified with an asterisk * are required questions and must be completed before saving the event request. Any question that has an X is not a required question.

* Cost Center / Internal Order (IO) Number

* Will food be served at this event? No Yes

* Will alcohol be served at this event? No Yes

* Are there VIPs from outside the university or internally at the Vice President/Vice Provost level or higher attending?

No Yes

* Is there the potential for civic demonstration? No Yes

* Will minors attend the event (not including undergraduates who may be minors or minors attending)

Include the onsite "Day of Contact" if different from the person completing the form.

8

* Do you plan to use Audio/Visual?

Event Contact Roles ⓘ

Note

The Requestor contact role is used to identify the event's organizer or a representative from the Organization responsible for the event.

The Scheduler is the Scheduling & Events office staff who will review and confirm the room reservation. SES staff will change the scheduler contact once they review the request.

Day of Contact

Requestor

Scheduler

RSO Advisor

Categories ⓘ

In the "Additional Notes/Comments" section, include at least two alternate dates/ times. If you need additional break-out spaces, you may also list the times, capacities, and layout for breakout rooms.

9

Additional Notes/Comments ⓘ

Instructions

Please use this field to provide additional instructions or event information to Event, Location or Resource approvers.

OR...

Please use this field to enter any other relevant information for this event request, including:

- purpose of meeting / event,
- details and description of activities taking place during the event,
- particular seating arrangement needs,
- any equipment needs, such as access to AV equipment (e.g., projector, computer and/or screen),
- specific building and room preferences,
- and any additional information that might be helpful in scheduling your event.

Event State ⓘ

Instructions

All requests are typically submitted with a Tentative Event State. Advanced schedulers may confirm their events at time of creation if they do not need location approval from another user.

10

After reviewing the policies, click "I Agree" and then the "Save" button to submit your event.

Event State ⓘ

Instructions

All requests are typically submitted with a Tentative Event State. Advanced schedulers may confirm their events at time of creation if they do not need location approval from another user.

Tentative ▾

Reservation Policies and Guidelines - Required

Please review the reservation [Policies and Guidelines](#)

By clicking below, you acknowledge you have read and will follow all reservation policies and guidelines. In addition, you acknowledge this reservation is for a JHU program, event, or meeting and cannot be used for an outside organization's use of space.

I agree

After Saving This Event... ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview **Save**

Any Questions? Contact Scheduling and Event Services



3301 North Charles St. Suite 216
Baltimore, Maryland 21218



410-516-8209



<https://studentaffairs.jhu.edu/community-living/scheduling-event-services/>



HomewoodScheduleEvents@jhu.edu