

R25 Webviewer Training

Creating a User Account

Select "My Request"

Events Locations **My Requests** My Workflow Lookup Help

By Date | Catalog



◀ Events for the Week of Nov 16 2014 ▶

View as a grid

NOTE: To determine if a specific facility is available on a particular day and time, please click Locations above and then select the desired facility or venue from the list on the right.

Sun Nov 16 2014

Event

Start

GCEC Classroom- AS #354

08:00 AM

GC Baseball Sunday Workout

11:00 AM

International Girls Day - Centennial

01:00 PM

Phi Mu Formal Chapter Mtg. - A&S

02:00 PM

08:00 PM Arts & Sci Auditorium

30 Hour Famine Forking - A&S

02:00 PM

10:00 PM Arts & Sci Fountain Area

Hockey Practitce - WRC

03:00 PM

04:00 PM WRC 103 Court 3

Greta Pritchett Senior Recital

03:00 PM

05:00 PM Porter Max Noah Hall

When you go to the [R25 Facility Request Form](#), this is the screen that will appear.

Event Quick Search

Name

Starts With

Go

Day Week Month

◀ November 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
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

Go to Today

Filters

- All
- Academic Only
- Athletics Only
- Catering Services
- Chappell Events
- Dept: Accounting
- Dept: Art
- Dept: Arts & Sciences

New Users: Create an Account

Events Locations **My Requests** My Workflow
New Request | Pending | In Process

Lookup Help



User Logon

If you are not currently a user, please [click here.](#)

Username:

Password:

Change your personal details, including password.

Log On

Select **“click here.”**

, community, or public events that you wish to attend may be found [here](#).

view a Power Point demonstration of GCSU's R25, click [here](#).

about scheduling or events you can email [Facility Reservations](#)
or call (478) 445-2749.

best viewed with Internet Explorer 5.5 or above.

Fill out the New Users Info Page.

Create a New User

Please fill in as many details as possible. Required fields are labeled **in red**.

	First	MI	Last
Name :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>		
Work Address:	<input type="text"/>		
City	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email Address:	<input type="text"/>		
Username:	<input type="text"/>		
Password:	<input type="text"/>		
Confirm Password:	<input type="text"/>		
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	

Fill in the form on this page as thoroughly as possible. Required fields are labeled **in red**. This information will be used to contact you regarding questions, confirmations, denials or changes. Then, select **“Submit”**

Navigating R25

First, let's learn how to navigate in R25.

[Events](#)
[Locations](#)
[My Requests](#)
[My Workflow](#)
[Lookup](#)
[Help](#)



◀ **Events for the Week of Nov 16 2014** ▶
 View as a grid

NOTE: To determine if a specific facility is available on a particular day and time, please click Locations above and then select the desired facility or venue from the list on the right.

There are two ways to initially navigate through R25 WebViewer: "Events" and "Locations"

Start	End	Location
00:00	10:00 PM	Arts & Sci 354
00:00	01:00 PM	Centennial 116
00:00	05:00 PM	Centennial Basketball East, Centennial 237, Centennial 238
00:00	08:00 PM	Arts & Sci Auditorium
02:00	10:00 PM	Arts & Sci Fountain Area
03:00	04:00 PM	WRC 103 Court 3
03:00	05:00 PM	Porter Max Noah Hall
03:00	05:00 PM	Centennial Basketball West
03:00	05:00 PM	Kilpatrick Peabody Auditorium
04:00	07:00 PM	Front Campus Terrell Hall

Event Quick Search

Name

Starts With

Day Week Month

◀ November 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
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

Go to Today

Filters

- All
- Academic Only
- Athletics Only
- Catering Services
- Chappell Events
- Dept: Accounting
- Dept: Art
- Dept: Arts & Sciences
- Dept: Biology & Env Sci
- Dept: Chem & Physics
- Dept: Early Child Educ
- Dept: Econ & Finance
- Dept: English
- Dept: Foundation & Sec

“Events” is a way to search by DATE which can be FILTERED by categories such as Academic Department or Campus Organization.

[Events](#)
[Locations](#)
[My Requests](#)
[My Workflow](#)
[Lookup](#)
[Help](#)

[By Date](#) | [Catalog](#)



◀ **Events for the Week of Nov 16 2014** ▶
View as a grid

NOTE: To determine if a specific facility is available on a particular day and time, please click Locations above and then select the desired facility or venue

Sun Nov 16 2014

Event	Start	End	Location
GCEC Classroom- AS #354	08:00 AM	10:00 PM	Arts & Sci 354
GC Baseball Sunday Workout	11:00 AM	01:00 PM	Centennial 116
International Girls Day - Centennial	01:00 PM	05:00 PM	Centennial Basketball East, Centennial 237, Centennial 238
Phi Mu Formal Chapter Mtg. - A&S	02:00 PM	08:00 PM	Arts & Sci Auditorium
30 Hour Famine Forking - A&S	02:00 PM	10:00 PM	Arts & Sci 354
Hockey Practitce - WRC	03:00 PM	04:00 PM	WRC 1
Greta Pritchett Senior Recital	03:00 PM	05:00 PM	Porter
GC Cheer Practice - Fall	03:00 PM	05:00 PM	Center
Officer Transition= Peabody	03:00 PM	05:00 PM	Kilpat

You may choose the date you would like to see by using the calendar.

You can choose to see **ALL** events for the particular date(s) you selected OR use the **FILTERS** to narrow your search.

Event Quick Search

Name

Starts With

Day Week Month

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
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

Filters

- All
- Academic Only
- Athletics Only
- Catering Services
- Chappell Events
- Dept: Accounting
- Dept: Art
- Dept: Arts & Sciences
- Dept: Biology & Env Sci
- Dept: Chem & Physics
- Dept: Early Child Educ
- Dept: Econ & Finance

“Locations” is an easy way to search for rooms that are available in a particular building. Make sure “By Date” is also selected.

Events **Locations** My Requests My Workflow

By Date By Name | Map

Lookup Help

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Events for Tuesday Nov 18 2014

View as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
Lanier 211																	
Centennial 104																	
Centennial Pool																	
Centennial 116																	
Centennial Basketball																	
Centennial Basketball																	
Centennial 237																	
Centennial 238																	
MSU Banquet A																	
MSU Banquet B																	
MSU Clarke St.																	
WC Intramural																	
WC Intramural																	
WC																	

Space Quick Search

Space Name
Starts With
Go

Week Month

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
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

Go to Today

Filters

- All
- (Unspecified)
- .RSO Available
- Arts & Sciences
- Atkinson
- Beeson
- Bell Hall
- Blackbridge
- Campus Theatre
- Centennial Center
- Chappell
- Class Rooms
- Computer Labs
- Conference Rooms

Spaces and times that are not available are denoted by a shaded green box.

Events Locations My Requests My Workflow Lookup Help

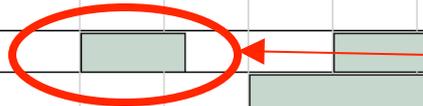
By Date | By Name | Map

 **GEORGIA COLLEGE**
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Events for Tuesday Nov 18 2014

View as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
Chappell 102																	
Chappell 105																	
Chappell 107																	
Chappell 111																	
Chappell 113																	
Chappell 205																	
Chappell Courtyard																	



For example, we see here that Chappell Hall 113 is being used on Tuesday, November 18th from 11:00 a.m. to 12:15 p.m.

Space Quick Search

Space Name

Starts With

Go

Day Week Month

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
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

Go to Today

Filters

- All
- (Unspecified)
- .RSO Available
- Arts & Sciences
- Atkinson
- Beeson
- Bell Hall
- Blackbridge
- Campus Theatre
- Centennial Center
- Chappell
- Class Rooms
- Computer Labs
- Conference Rooms
- Depot

Notice: Details regarding campus, community, or public events that you wish to attend may be found [here](#).

If you would like to view a Power Point demonstration of GCSU's R25, click [here](#).

If you have questions about scheduling or events you can email [Facility Reservations](#) or call (478) 445-2749.

You can see details of this event by double-clicking the shaded green box.

Lookup Help
Events Locations My Requests My Workflow
By Date | By Name | Map

Events for Tuesday Nov 18 2014

View as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
Chappell 102																	
Chappell 105																	
Chappell 107																	
Chappell 111																	
Chappell 113																	
Chappell 205																	
Chappell Courtyard																	

RHET 1110 02 (27/32)

Fndmntls of Public Speaking
State: Tentative
Time: Tue Nov 18 2014 11:00 AM to 12:15 PM
Location: 6014 113 Chappell 113 (18 expected)
Organization: RHET
Instructor: Amy, Burt ☎445-4581
Description: Primary Instructor: Burt, Amy Sue

- Meetings On or After Today
- Meetings Before Today

Additional Meeting Patterns

Legend

Event

Notice: Details regarding campus, community, or public e

If you would like to view a Power Point demo

If you have questions about scheduling or even or call (478) 445-2749.

Space Quick Search

Space Name

Starts With

Go

Day Week Month

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
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

Go to Today

Filters

- All
- (Unspecified)
- .RSO Available
- Arts & Sciences
- Atkinson
- Beeson
- Bell Hall
- Blackbridge
- Campus Theatre
- Centennial Center
- Chappell
- Class Rooms
- Computer Labs
- Conference Rooms
- Depot



Select "View as a List" to see extra information on activities.

[Events](#) [Locations](#) [My Requests](#) [My Workflow](#) [Lookup](#) [Help](#)
[By Date](#) | [By Name](#) | [Map](#)

Events for Tuesday Nov 18 2014

View as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
Chappell 102																	

Space Quick Search

Space Name

Starts With

[Events](#) [Locations](#) [My Requests](#) [My Workflow](#) [Lookup](#) [Help](#)
[By Date](#) | [By Name](#) | [Map](#)

Welcome, Bentley, C

Events for Tuesday Nov 18 2014

View as a grid

Location	Start	End	Event
<input checked="" type="checkbox"/> Chappell 102	09:30 AM	12:00 PM	Freshman Seminar Fall 2014 - Chappell
<input checked="" type="checkbox"/> Chappell 105	01:00 PM	10:00 PM	Joy of Music - Fall
<input checked="" type="checkbox"/> Chappell 107	09:30 AM	10:45 AM	RHET 2315 01
<input checked="" type="checkbox"/> Chappell 111	11:00 AM	12:15 PM	RHET 4305 01
<input checked="" type="checkbox"/> Chappell 113	03:00 PM	05:30 PM	GC Kids' U After School
<input checked="" type="checkbox"/> Chappell 113	08:00 AM	10:00 PM	Joy of Music - Fall
<input checked="" type="checkbox"/> Chappell 113	11:00 AM	12:15 PM	RHET 1110 02
<input checked="" type="checkbox"/> Chappell 113	02:00 PM	03:15 PM	RHET 3310 01
<input checked="" type="checkbox"/> Chappell 113	03:30 PM	05:30 PM	High Achievers After School Program-Nov.
<input checked="" type="checkbox"/> Chappell 113	08:30 PM	10:30 PM	DSP Chapter Meetings - Chappell
<input checked="" type="checkbox"/> Chappell 205	01:00 PM	10:00 PM	Joy of Music - Fall
<input checked="" type="checkbox"/> Chappell Courtyard			

Space Quick Search

Space Name

Starts With

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
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

[Go to Today](#)

Filters

All

Requesting a Facility

When using the “Locations” tab, you may also request a space from the grid.

Events for Tuesday Nov 18 2014

View as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
Chappell 102																	
Chappell 105																	
Chappell 107																	
Chappell 111																	
Chappell 113																	
Chappell 205																	
Chappell Courtyard																	



For example, if you would like to request Chappell Hall 113 on November 18th from 8:00 a.m. to 9:00 a.m., simply put your cursor inside the appropriate box and click. This will take you to a partially completed Facility Request Form if you are logged in. If you are not logged in, you will be asked for your username and password before proceeding.

Space Quick Search

Space Name
Starts With

Day Week Month

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
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

Go to Today

Filters

- All (Unspecified)
- .RSO Available
- Arts & Sciences
- Atkinson
- Beeson
- Bell Hall
- Blackbridge
- Campus Theatre
- Centennial Center
- Chappell
- Class Rooms
- Computer Labs
- Conference Labs
- Depot

Legend Event

Notice: Details regarding campus, co
If you would like to view
If you have questions about

Here you can see that the times we selected are pre-filled.

Request an Event

Please fill in as many details as possible. Required fields are labeled

Facility Requests for the Current Semester: If you are requesting a facility for the current semester, you should expect two business days, although some special requests may take longer. Please understand that simply because a facility is shown available does not mean that there may be other requests in process or other events in the building which prevent meetings from being scheduled. Your facility request will be processed on a first-come, first-served basis.

Facility Requests for Future Semesters: If you are requesting a facility for future semesters, please understand that academic facilities cannot be approved or denied until the academic class schedule has been finalized, which is usually about 6-8 weeks before the start of the semester. Requests submitted for future semesters will be kept in queue until the academic calendar has been finalized. Once the calendar is finalized, your request will be processed. We apologize for any inconvenience with the delay in approving facility requests for future semesters, but we will do our best to accommodate your needs.

Additional Information: For other questions about R25 or the scheduling policies, please visit: <http://www.r25.org>

Event Name:

Event Venue: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

Please enter the actual starting and ending times of your event. Facility Reservations will reserve the room to allow ample time for set-up and breakdown.

Start: November 18 2014 08:00 AM

End: November 18 2014 09:00 AM

Repeat:

None

Ad Hoc

However, sometimes you may want to request more than one hour, so make sure that the times listed are the actual times that the event will be taking place. Please enter only the actual times of the event. Facility Reservations will automatically schedule and reserve the room for set-up and breakdown. Please understand that if you do not complete your request form with the appropriate information, your request will be delayed while we contact you for the necessary information.

Here, you can see that the space we requested is pre-filled.

Space Preference:

Any Space In: (Unspecified)
 Specific Location: 6014 113

Resources:

A/V - Cd Player	0	(Number)
A/V - Laptop With Power Point	0	(Number)
A/V - Lcd Projector	0	(Number)
A/V - Microphone	0	(Number)
A/V - Other	0	(Number)
A/V - Overhead Projector	0	(Number)
A/V - Podium	0	(Number)
A/V - Slide Projector	0	(Number)
A/V - Tape Player	0	(Number)
A/V - Tv/Vcr/Dvd	0	(Number)
Food Svcs - Catering	0	(Number)
Food Svcs - Tray Line	0	(Number)
Moving Svcs - Campus Life Stage	0	(Number)
Moving Svcs - Chairs	0	(Number)
Moving Svcs - Other	0	(Number)
Moving Svcs - Tables	0	(Number)
Plant Svcs - Custodial Services	0	(Number)
Plant Svcs - Electrical Power	0	(Number)
Plant Svcs - Other	0	(Number)
Plant Svcs - Trash Disposal	0	(Number)
Plant Svcs - Utilities Locating	0	(Number)

If you do not have a particular space in mind, select **“Any Space In:”**. The drop down menu will provide choices for the type of facility needed and/or the preferred campus building.

Date/Time Options

Please enter the actual starting and ending times of your event. Facility Reservations will reserve the room to allow ample time for set-up and break down.

Start: November 18, 2014 08:00 AM
End: November 18, 2014 09:00 AM

Repeat:

- None
 Ad Hoc

November 18, 2014
[]

- Daily

Repeat Every: 1 Day

Until: November

For: 1 Repetition

- Weekly

Repeat Every: 1 Week

On:

- Monday Tuesday
 Saturday Sunday

Until: November

For: 1 Repetition(s)

If you are only requesting one date for a certain period of time, place the date and times in the area marked "Start" and "End." Be sure to use the actual event times in this area. Set-up and breakdown times will be automatically scheduled by Facility Reservations.

Date/Time Options

Please enter the actual starting and ending times of your event. Facility Reservations will reserve the room to allow ample time for set-up and break down.

If your event will span multiple dates with the same event time each day, you will choose “Ad hoc.” In the “Start” and “End” times section, enter the date and time of the initial meeting in the event series. In the “Ad hoc” section, select the additional date and then select “Enter.” You may do this for as many dates as you would like.

Start: November 18 2014 08:00 AM

End: November 18 2014 09:00 AM

Repeat:

None

Ad Hoc

Daily

Weekly

November 18 2014 Enter

Repeat Every: 1 Day(s)

Until: November 18 2014

For: 1 Repetition(s)

Repeat Every: 1 Week(s)

On:

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

Until: November 18 2014

For: 1 Repetition(s)

Date/Time Options

Please enter the actual starting and ending times of your event. Facility Reservations will reserve the room to allow ample time for set-up and break down.

If your event will be repeated daily for a certain amount of time, choose "Daily" and then an end date.

Start: November 18 2014 08:00 AM

End: November 18 2014 09:00 AM

Repeat:

- None
- Ad Hoc

November 18 2014 Enter

Daily

Repeat Every: 1 Day(s)

Until: November 18 2014

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Until: November 18 2014

For: 1 Repetition(s)

Date/Time Options

Please enter the actual starting and ending times of your event. Facility Reservations will reserve the room to allow ample time for set-up and break down.

Start: December 8, 2014 08:00 AM

End: December 8, 2014 09:00 AM

Repeat:

- None
- Ad Hoc

December 8, 2014

- Daily

Repeat Every: 1 Day(s)

Until: December 8, 2014

For: 1 Repetition(s)

- Weekly

Repeat Every: 1 Week(s)

On:

Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Until: December 8, 2014

For: 1 Repetition(s)

If your event will be repeated weekly for a certain amount of time, choose "Weekly", the days each week, and an end date.

Date/Time Options

If you are submitting a request for an event that will span several days but will have different times each day, you must submit a separate request form for each day.

For example, if you are having a conference from 6:00 p.m. until 10:00 p.m. on Friday, 8:00 a.m. until 4:00 p.m. on Saturday, and 9:00 a.m. until 12:00 p.m. on Sunday, you will have to make three separate requests.

Space Preference

Please be as specific as possible when you are selecting a specific room. If you choose to manually enter the space that you would like, please include the building name and room number. Also, be sure to fill in the radio button that says “Specific Location” when manually entering a room.
Ex. Arts & Sciences Room 243, Chappell Hall Room 113

Submitting your request

[Events](#) [Locations](#) [My Requests](#) [My Workflow](#)
[New Request](#) | [Pending](#) | [In Process](#)

[Lookup](#) [Help](#)



Welcome, Bentley, C.

Request Summary

Event Name: Testing

Event Title:

Event Venue: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count: 2

Start: December 8 2014 08:00 AM

End: December 8 2014 09:00 AM

Summary: Repeat every week on Monday, Wednesday for 1 repetition.

Reference: 6014 102

Sources:

Attributes:

Elements:

Comments:

Description:

Not yet been processed.

Information above. If everything is correct, submit it now; otherwise, make changes and *then* submit it.

After completing the entire request form and clicking "Next," you will be taken to this screen to "Submit Request."

Please click "Submit Request" only once. It will take a few seconds to process.

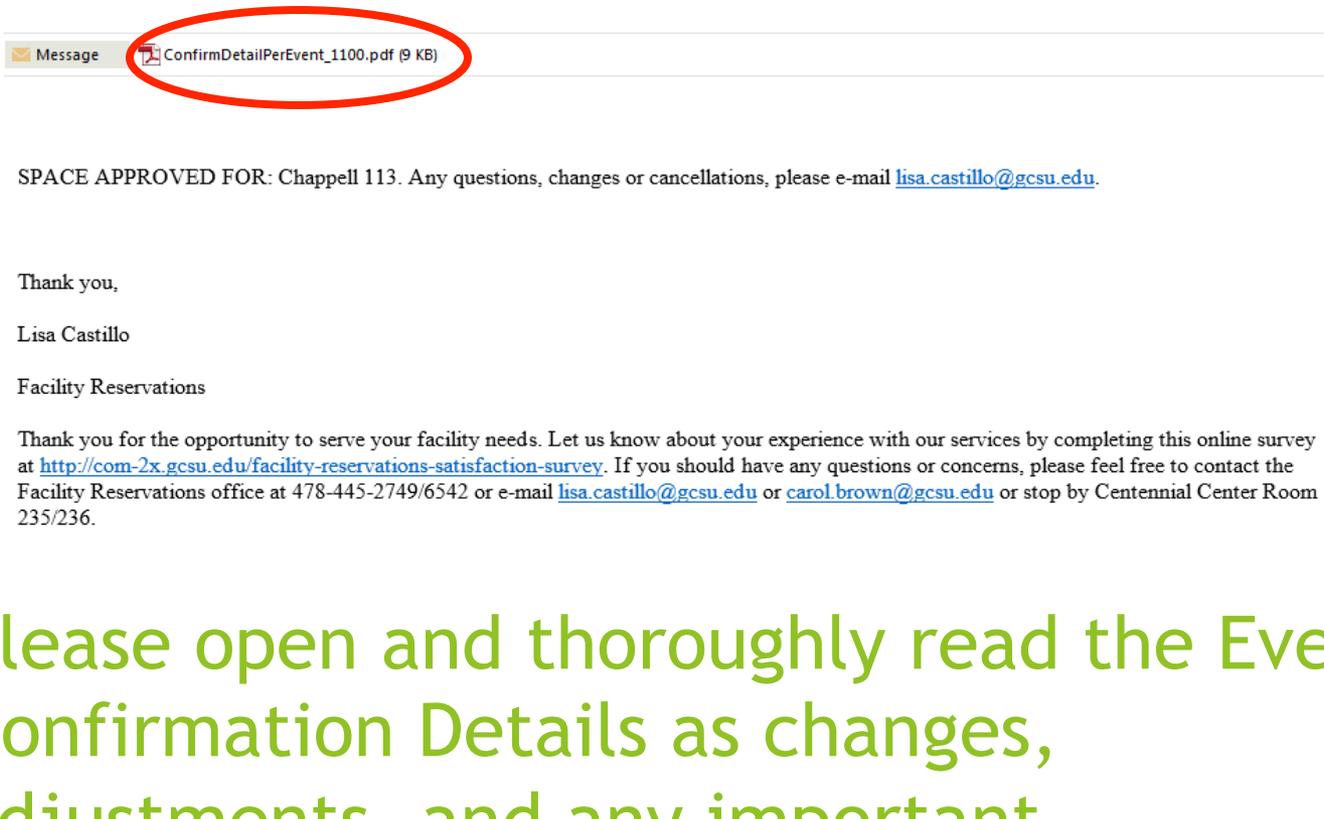
Submitting your request

Once you submit your request, you will receive an automatic email stating that your request has been submitted. This is NOT a confirmation of your space – only an alert to let you know your request has been sent.

Receiving Confirmation

Once you submit a Facility Request Form, it is sent to the appropriate building manager, who will approve or deny the request.

You will receive an email confirming or denying the use of the facility, usually within 2 business days.



Please open and thoroughly read the Event Confirmation Details as changes, adjustments, and any important information will be listed here.

Title: Bradley/Whatley Rehearsal Dinner

Event Reference: 2014-AANDXZ
Event Last Modified: Oct 15 2014 2:58 PM
Current Event State: Confirmed

Requestor:

Phone:
Fax:
Email:

Scheduler: Castill
Cente 235
CBX 055
Milledgeville GA 31061
USA

Phone: (478) 445-2749
Fax: (478) 445-1790
Email: lisa.castillo@gcsu.edu

Organization: BRADLEY EVENT

Confirmation: -(Community)(Submitted 6/20/2014)(Headcount #45)(
-SPACE REQUESTED & AP/PROVED FOR: The Depot) -
-REVISED 10/10/2014: Additional details added per e-mail from Matthew. - (lc) -
-CATERING: Please contact Erin Henry at erin.henry@gcsu.edu or 478-288-6766 for all catering needs. (Erin is aware of having the
linens delivered first thing Friday morning) -
-AV: Please contact Savario Spencer at av@gcsu.edu or 478-696-2092 to set up a time to meet and train on use of equipment.
(Savario....per conversation with Matt, his mother, Amy Whatley will be in The Depot first thing Friday morning. They will have a
powerpoint or slide type presentation) -
-MOVING SERVICES: First thing Friday morning, please set up (8) round tables with (6) chairs/table. (3) 8ft. tables & (1) 6ft table for
catering/bar. Please place tables against the wall and Sodexo will set up themselves. -
-PUBLIC SAFETY: Alcohol will be present. Requesting (1) officer/plain clothes @\$45/hr. (minimum 4hrs.) -
-RENTAL FEE: \$600 -
-AV: \$300 -
-PUBLIC SAFETY: \$180 -
-TOTAL AMOUNT DUE: \$1080 payable to GCSU. We do not accept Debit/Credit cards, only cash, check or money order. -

It is especially important to read the Event Confirmation Details. Important information regarding Sodexo, Audio Visual Services, Public Safety, Moving Services, and Physical Plant will also be included in these details.

If you have requested multiple dates and times, some may be approved while others may not. The dates that have not been approved will be listed in the Confirmation section. Many times, Facility Reservations will be able to find and schedule an alternate location for your event. However, other times the group size or requested dates may limit the available location. Important information concerning your requested location and dates will be listed in this section.

2014-AANBLL **Delta Zeta Chapter Mtg. - Fall - A&S**

Delta Zeta Chapter Mtg. - Fall - A&S

Event Type: Arts & Sciences Event

Event State: Confirmed

Description: (Student Activities)(Submitted 1/22/2014)(Headcount #200)(Erica Beale/Dr. Craig Smith - Advisor)- SPACE REQUESTED: A&S Auditorium - (Submit closer to Drop/Add (8/22/2014) - (lc) -

Confirmation: -(Student Activities)(Submitted 1/22/2014)(Headcount #200)(Erica Beale/Dr. Craig Smith - Advisor) - -SPACE REQUESTED: A&S Auditorium - -DATES NOT SCHEDULED- -September 1, 2014: Labor Day Holiday - University Closed - -October 13, 2014: GC Fall Break - No Classes - -October 27, 2014: Academic Class Scheduled - -November 3 & 10, 2014: Monks' Lecture - -NO FOOD OR DRINK ALLOWED IN ARTS & SCIENCES BUILDING/AUDITORIUM! - PLEASE NOTE: If approved, please make sure auditorium is left in order for any event that may be scheduled for the following day. Failure to comply can result in the cancellation or denial of any remaining dates scheduled or requested for this space. -

Organization: DELTA ZETA

Requested By: Beale, Erica

Phone 1-404-889-1151

Fax

The dates and equipment that have been approved will be listed in detail at the bottom of the confirmation.

Expected Head Count: 200

COPY LIST: Leslie Doctor Dr. Michael Pangia - Advisor Terri Pope Savario Spencer - AV Shordae Carswell - Public Safety Lt. Gary Purvis - Public Safety Capt. Wiley Tuft - Public Safety Lisa Castillo

Event Start	End	Reservation Start	End	Comments
Tue Aug 26 2014 8:00PM	10:00PM	8:00PM	10:00PM	
Space Assignment(s):	9023 263	200		
Resource Assignment(s):				1 AV - Microphone 1 AV - Podium 1 AV - Lcd Projector
Event Start	End	Reservation Start	End	Comments
Tue Sep 2 2014 8:00PM	10:00PM	8:00PM	10:00PM	
Space Assignment(s):	9023 263	200		
Resource Assianment(s):				1 AV - Microphone

Confirmations will typically be received within 48 hours or two business days. However, you can check the status of your request any time by clicking “Pending” (for requests that have not been processed) or “In Process” (for requests that have been processed).

Lookup Help

Events Locations My Requests My Workflow

New Request **Pending** | In Process

Welcome, Bentley, C

My Pending Requests

	Event Name	Reference	Start Date	Status	Scheduler
Edit	Beginning East Coast Swing	2014-AANMQB	Mar 11 2015	Draft	Facility Scheduling

We hope that you have found this
tutorial helpful.

If you have any questions, please do not hesitate to contact Lisa Castillo at
478-445-2749 or by e-mail at
lisa.castillo@gcsu.edu.

[Click here to access the R25 Webviewer website.](#)