25 Live
Maureen Fillmore
Getting Started

Event Planning at CSU Bakersfield

Welcome to CSUE's Office of Events! We are glad you have chosen to look at "Your University" to plan your next event. CSUE offers full-service event planning and vendor services, from corporate meetings and retreats to lectures and social events. We serve both the campus community and the general public.

CSUE has many venues on campus that are perfectly suited for your next event. We can accommodate groups of just about any size, with options for both indoor and outdoor venues. Our friendly and professional staff will help manage your events in order for everything to run as smoothly as possible.

Please click on the links at left for more information.

On campus students, faculty and staff needing to plan an event,

Log into 2SLive and request your event or meeting.

Step-by-step instructions are also available if you need them or you may contact Event Coordinator Eliza Ferguson.

If you are Requesting or Scheduling a Grant-funded event:

- Please review the Instructions for Requesting and Scheduling that event here.
- Contact the GRaSP office for more instructions.
- GRaSP Training 8-25-2014
Getting Started

use your myCSUB login
Calendar

Select Today

Select Today

Enforce a Date Range Interval of

Update Calendar

Weekly Valley Bible Fellowship Service
SUNION:136
SUNION:137
SUNION LOUNGE
2 more locations...

9:00AM - 1:00PM
Living Victory Church
CAP:STOC

8:00AM - 12:00PM
2014 CSUB University Day - Faculty Day 1
SUNION:125

9:00AM - 1:00PM
College Board Fall Counselor Workshop
CAP:STOC

4:00PM - 6:30PM
Fall 2014 Graduate Student Orientation
SUNION:136
SUNION:132
SUNION LOUNGE
SUNION:125

9:00AM - 12:00PM
Possibilities Day 2014
SUNION:125

10:00AM - 1:00PM
NSME Retreat
SUNION:125

1:00PM - 3:00PM
Student Union All Staff Meeting
SUNION:113

9:00AM - 1:00PM
Club Chartering Orientation
SUNION:125

12:00PM - 1:00PM
Coordinator Kickoff
CAP:STOC

12:00PM - 4:00PM
Sensational Sophomore Orientation
SUNION:125

7:30AM - 6:00PM
RPA Convocation Weekend
ALUMNI PARK
CAP:STOC

12:00PM - 4:00PM
Dashboard

Quick Search

- Search Events
- Search Locations
- Search Resources

Your Starred Locations

- CAF:STOC
  Stockdale Room
- DDH EAST SIDE
  Dorothy Donahoe Hall East Side (Outside)
- UNION 132
  Student Union Green Room 132
- UNION LOUNGE
  Student Union Lounge
- UNION PARK
  Student Union Runner Park
- UNION PATIO
  Student Union Patio
- UNION:113
  Rowleys room 113
- UNION:125
  Student Union Multi-Purpose Room 125
- UNION:136
  Student Union Yellow Room 136
- UNION:137
  Student Union Blue Room 137

See when these locations are available
Create an Event

Welcome to the CSUB online event scheduling system! Please carefully review each question as it pertains to your event and complete all fields. Your location request is not reserved until the space has been approved. The university has the right to cancel, modify or re-schedule your event.

2 weeks minimum

2 weeks minimum

actual event time

Setup/take down time
Create an Event

**Event Locations**

This is a request only, please do not advertise your event until you've been given confirmation by your event scheduler.

**Find by...**

- Your Starred Locations
- Search
- Your Starred Searches
- Index
- Categories
- Features
- Layouts

**Choose from...**

- Search by Location Name
  - student union

**Selected Locations**

- none selected

**Event Description**

Please do not place any internal instructions or setup information in the description. This information will be published.

Be specific. Who is hosting? What is the purpose of the event? Who is invited? Do not put how many tables and chairs you need.

Note: Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

**Expected Head Count**

Please provide the best estimate of your expected attendance. See custom attributes to specify how many CSUB students, faculty, staff or off campus guests (including students from other schools) will be attending your event.

50 (Select this option to enter a head count.)
Create an Event

* Primary Organization for this Event

Which campus department or organization is hosting your event?

Find by...
- Your Starred Organizations
- Search
  - Index
  - Types
  - Categories

Search
- Search by Organization Name:
  - campus gamers
    - Search

Choose from...

Selected Organization

- CAMPUS GAMERS

Co-Sponsoring Organization(s) for this Event

In addition to the campus group hosting your event, are there any other departments or organizations involved or co-sponsoring?

Find by...
- Your Starred Organizations
- Search
  - Index
  - Types
  - Categories

Search
- Search by Organization Name:
  - dance marathon
    - Search

Choose from...

Selected Organizations

- GREEK COUNCIL
- ASSOCIATED STUDENTS INC.
- NEWMAN CATHOLIC CLUB
- DANCE MARATHON

Next
Create an Event

- events in Runner Park
- outside OK
- inside use only
- projector
- screen
- not available in the requested time frame
Create an Event

<table>
<thead>
<tr>
<th>Who is the on-site event contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter up to 80 alphanumeric characters:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the contact’s phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter up to 80 alphanumeric characters:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the contact’s email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter up to 80 alphanumeric characters:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected # of CSUB Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the appropriate whole number (integer, no decimals):</td>
</tr>
<tr>
<td>Examples: 8, 10, 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected # of CSUB Faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the appropriate whole number (integer, no decimals):</td>
</tr>
<tr>
<td>Examples: 8, 10, 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected # of Off Campus guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the appropriate whole number (integer, no decimals):</td>
</tr>
<tr>
<td>Examples: 8, 10, 12</td>
</tr>
</tbody>
</table>
Create an Event

Billing Information

YOU WILL NEED TO CREATE A “To Do” FOR YOUR ACCOUNT SIGNER AND HAVE THEM APPROVE VIA 25Live. The ToDo name must read “Account Signer Approval”. They will need to log in to 25Live to see this task or you can send them an email after you’ve created the “ToDo” prompting them to approve within the system.

Business Unit: BKAE
Account Number: 550832
Fund: MR007
Department: D23210
Project Number: MA0000
President: Mickey Mouse
Advisor: Professor Von Drake

Publish to Calendar

Beginning Dec 20th, 2013, the CSUB Events Calendar “RunnerCal” will be replaced with a new events calendar from 25Live on the CSUB website. As such, on Dec 5th, 2013 we will no longer accept new accounts for RunnerCal. Your event will appear on the new calendar when it is made tentative by the scheduler. If you have selected one of the following calendars below. If you have an image that you would like associated with your event, please submit it via email attachment to events@csubs.edu and include the event name or reference number in the email.

- Calendar - Academic [44]
- Calendar - Alumni [43]
- Calendar - Arts & Culture [45]
- Calendar - Campus Life [46]
- Calendar - Community [47]
- Calendar - Highlights [49]
- Calendar - Sports [42]
Create an Event

MUST HAVE PRESIDENT & ADVISOR APPROVAL ON ALL EVENTS/MEETINGS