How to work with the Space Request

With Neal Miller and TJ Hyatt
And Smiley
How the space request makes us feel?
But it doesn’t have too....
Start Here

http://www2.winthrop.edu/spacereservations/
Question:
• Whose information should go here?

Answer:
• The individual who can answer the questions about the event
Important: Remember others will see this information and be specific

- Name of Event = Be specific
- Event Description = Be clear. Answer the question of What it is and What is it for?

Items to Remember:
- Event Date and Time is the actual event
- Setup/Breakdown is the time you need to setup
- Building and Room Name/Number = Be Specific and please do not put 9 rooms anywhere in the building
Back to Basics

Calendar Submission

Do you want this event information placed on the university’s event calendar?  

☐ Yes  ☐ No

Select "Yes" to any event open to the public. If your event is an organizational meeting not open to the public, please select "No."

Do you want to apply for cultural events status?  

☐ Yes  ☐ No

List of Today’s Events

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Eligible Cultural Event</th>
<th>Eligible GJ Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM - 5:00 PM</td>
<td>29th Annual Undergraduate Juried Exhibition</td>
<td>Rutledge Gallery Rutledge Gallery</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>9:00 AM - 5:00 PM</td>
<td>MFA Works in Progress</td>
<td>McIver Gallery McIver Gallery</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Search For Events

- Begin Date: Jun 2017
- End Date: Jun 2017
- Event Type: All Events

Search
Email is generated for Facilities

Keeping it Simple:

- If you know your details, then input them
- If you do not know your event details, then put details will follow in the “Other Custodial Services” section

**Very important - Remember 10 Days**
Services can not be guaranteed if items are submitted under 10 days of your event date.

For Campus Center – Send information to Billy Dahlgren
Back to Basics

Rule of Thumb = Occupancy of 600 or more will need WUPD services

Recommendation = Write “Please reach out to me at your convenience” or “Please advise”

Refrain from putting N/A

Again remember 10 days for all WUPD request
Email is generated for Lars Larsen

**Two points to remember:**

- You must put a number at “No. of units”
- Remember **10 days**

For Campus Center – send information to Jerry Fussell
End Here
Questions