Reserving a Space in 25Live

All events on the University of South Florida Sarasota-Manatee's campus require a 25Live reservation. After your request is submitted, a representative from the Events Management Department will review your reservation, confirm availability and event resources, and follow up via email with the next steps.

Please do not advertise the location of your event until the location has been confirmed.

1. Access 25Live Pro

Access 25Live Pro at (insert URL) or access through my.usf.edu. If you are not automatically signed, sign in with your NETID and NETID password.

2. Create your Request

Select the "Event Form" button in the upper right corner of the home dashboard.

If you do not see this button, please contact SAR-Events@usf.edu to request access. All USF Sarasota-Manatee staff and faculty are required to complete a brief training to use 25Live.

3. Complete the Event Form

Enter your event's details using the guidelines below.

Event Name: How the event will be displayed in 25Live

Event Title for Web Calendars: How you'd like this event to appear on calendars (for example, the usf.edu website).

Event Type: What type of event are you hosting? This will control security and resource accessibility. If your event type is not listed, select the closest match.

Primary Sponsoring Organization: Your organization. If you cannot find your organization, please email SAR-Events@usf.edu.

Additional Organizations: Is this a collaborative event? List the organization you are hosting your event with here (Internal Organizations only).

Event Name - *Required* ⓘ

Event Title for Web Calendars ⓘ

Event Type - *Required* ⓘ
Select from Types ⌄

Primary Sponsoring Organization ⓘ
Search organizations ⌄ Remove

Additional Organizations
EDIT

Expected Head Count ⓘ

Event Description ⓘ
Please briefly describe your event. This description may be shared on university calendars to advertise your event.

File	Insert	Table	View	Format	Tools

↶ ↷ **B** *I* U̲ A̲ ⌄ ✎ ⌄ ☰ ☰ •••

Date and Time - *Required* ⓘ

To:

☑ This begins and ends on the same day

Duration:
1 Hour

Expected Head Count: Estimate of attendees of your event.

Event Description: A brief description of your event, please note: this description may be shared on university calendars to advertise your event. Please include information such, but not limited to:

- What is the event about?
- Who can attend?
- Ticket prices, RSVP or Registrant info – Hyperlinks to register
- Links to event website if applicable.

Date and Time: When will your event start and end (not inclusive of set up or tear down time)?

🔖 **Additional time**   Click to Expand

Setup Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Pre-Event Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Post-Event Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Takedown Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Additional Time: Pre-Event and Post-Event Time is available for you to utilize as prep/setup time before your event or clean up afterwards.

Please add any time you believe you will need for set up and tear down. If you are not sure, it will be added by the Events Management team.

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

Repeating Pattern

«	‹	May 2024		›	»	
S	M	T	W	T	F	S
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Manage Occurrences

Repeating Pattern/Dates: If your event or meeting is taking place on multiple dates, a pattern or multiple dates can be added here.

Locations ⓘ

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**

Locations: Where do you want to hold your event?

Please refer to the USFSM Venues Guide for information about locations, pricing, layouts, and more.

For any questions, reach out to sar-events@usf.edu.

All dates must have a location to be submitted into 25Live.

You can view all USFSM Main Building locations by typing, "SMC" into the Search Locations. To view all USFSM Student Center locations, type "SME".

Refer to the quick guide below for primary event venues on the USFSM campus.

Main Building		
Selby Auditorium SMC D103	Main Rotunda SMC C101	Courtyard SMC CY001
Student Center		
Ballroom Please note that the Ballroom can be divided into 3 venues SME 1203: Entire Ballroom SME 1203A: Section A SME 1203B: Section B SME 1203C: Section C		Second Floor Terrace SME X2000

Resources ⓘ

Resources Search

Auto-Load Starred: No ⬤ Yes

Your Starred Resources	⌄	Your Starred Resources

Reset   S

Add		Name —	Quantity Available	Conflict Details
1	Reserve	USFSM Facilities: Access To Kitchen	Unlimited	None
1	Reserve	USFSM Facilities: Additional Trash Cans	Unlimited	None
1	Reserve	USFSM Facilities: Clean Up After Event	Unlimited	None
1	Reserve	USFSM Facilities: High Top Tables	6 / 6	None
1	Reserve	USFSM Facilities: Parking Lot Signage	Unlimited	None
1	Reserve	USFSM Facilities: Podium	1 / 1	None
1	Reserve	USFSM Facilities: Portable Bar	Unlimited	None

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Resources: What equipment do you need for your event? This includes anything from chairs and tables to IT support.

To populate resources, click here, and select either: **USFSMC Resources** (for events taking place in the Main Campus Building or Courtyard) or **USFSME Resources** (for events taking place in the Student Center).

If you'd don't see either of these options, please email sar-events@usf.edu.

Not sure what resources you need? No worries! Resources will be added after your **Event Review**.

Select which resources you believe you will need.

Please note, these resources are not finalized until 1.5 weeks prior to the date of your event.

Once a resource is added, it will show up below the **Resources Search.**

Here, you can adjust the quantity and add additional instructions for your resource – if applicable.

🔺 USFSM Facilities: Access To Kitchen   ☆

Date	Time	Issues	Instructions	Quantity	Available
Tue May 14 2024	11:00 am - 12:00 pm			1	Unlimited

Remove   [View Occurrences]

Attached Files

Upload a file

Custom Attributes

* 1. Will you be serving alcohol?   No ⚪ Yes
* 2. Alcohol Application Approved?   No ⚪ Yes
* 3. Chart Field String   [   ]

Comments

[   ]

Confirmation Notes

[   ]

Internal Notes

[   ]

Attached Files: Here you can upload any files you have for your event, including layout, draft flyers, or run of the show.

If you would like a layout, please reach out to sar-events@usf.edu.

Custom Attributes:

1. **Will you be serving alcohol at your event?** Yes/No.
2. **Did you submit and have an approved Alcohol Application?** Alcohol Applications can be found here:
3. **Chart Field String:** Please include a chart field string for your event. Even if you do not anticipate any charges, please include a chart field.

4. Await approval for your event request.

Once submitted into 25Live, a member of Events Management will review your request and approve/deny/adjust your event reservation.

Please note: Your event space is not confirmed until approval is received.

Prior to your Event

Once approved in 25Live, all Events are required to schedule an Event Review to finalize details, AV needs and more. Events that do not schedule an Event Review 2 weeks prior to the event date are subject to cancellation. Schedule an Event Review here: USFSM Booking Page.

Please also be aware of other Event deadlines! View an Event Timeline here: Event Timeline.