How to Submit an Event Request Form on AdAstra

Scribe

1 Navigate to **https://www.aaiscloud.com/WashingtonC/default.aspx?home**

2 Click "Event Request Form"

3 Enter your event name

Please fill out the following form as applicable.

* Your Name:

Carpenter, Caralisa

* Washington College Email Address - :

ccarpenter4@washcoll.edu

Sponsoring Department/Class/Club

* Event Name:

* Describe what will be happening at your event:

* How much time will you need to set up your event?

* How much time will you need to clean up after your event?

4 Enter your event description. Please be as detailed as possible.

Carpenter, Caralisa

* Washington College Email Address - :

ccarpenter4@washcoll.edu

Sponsoring Department/Class/Club

* Event Name:

Test Event

* Describe what will be happening at your event:

* How much time will you need to set up your event?

* How much time will you need to clean up after your event?

* Add a Meeting:

5 Type the amount of time needed for set up. Please make this in 15 minute increments.

* Event Name:

Test Event

* Describe what will be happening at your event:

This is a test event for training purposes

* How much time will you need to set up your event?

| |

* How much time will you need to clean up after your event?

* Add a Meeting:

Add Meeting

No meetings created. Add Meeting

6 Type the amount of time needed for clean up. Please make this in 15 minute increments.

Test Event

* Describe what will be happening at your event:

This is a test event for training purposes

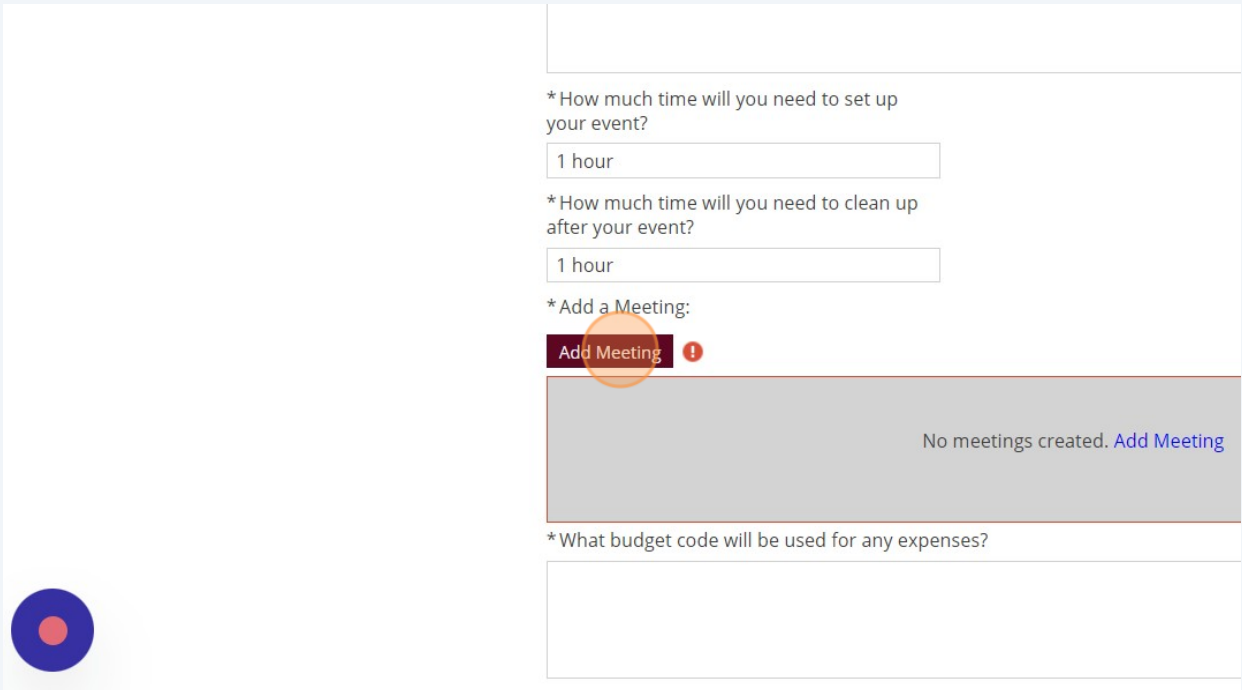* How much time will you need to set up your event?

1 hour

* How much time will you need to clean up after your event?

| |

* Add a Meeting:

Add Meeting

No meetings created. Add Meeting

* What budget code will be used for any expenses?

7 Click "Add Meeting"
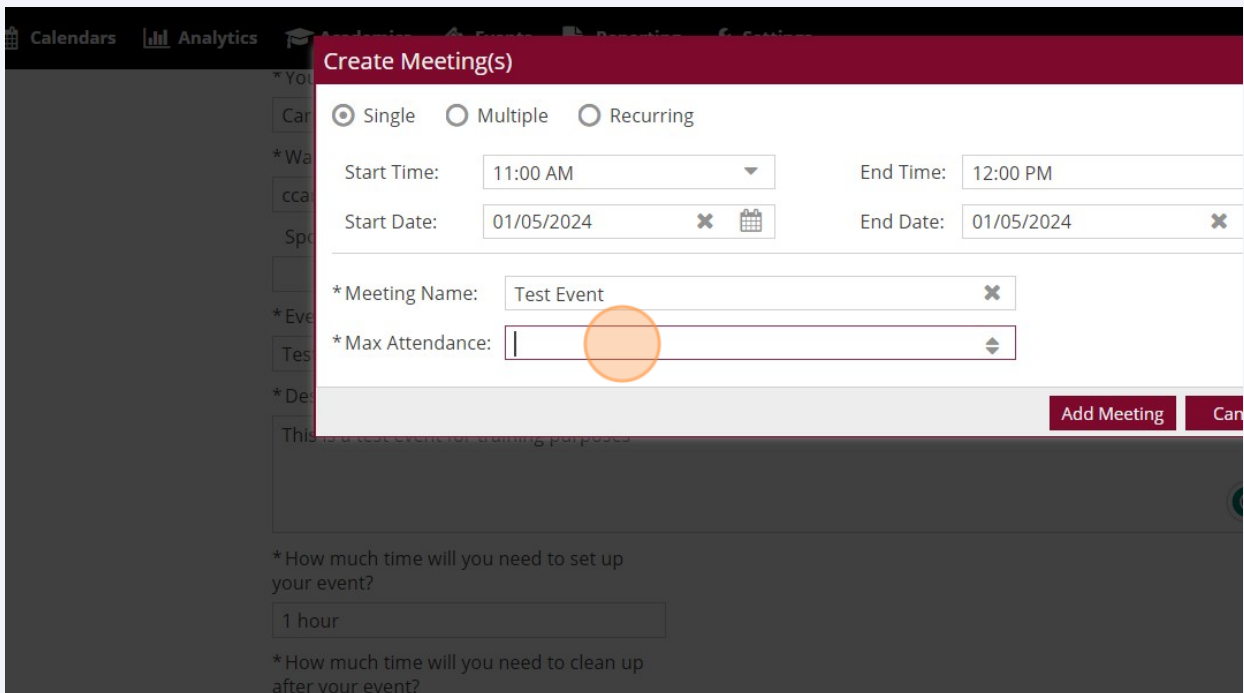
*How much time will you need to set up your event?

1 hour

*How much time will you need to clean up after your event?

1 hour

*Add a Meeting:

Add Meeting ⚠️

No meetings created. Add Meeting

*What budget code will be used for any expenses?

8 Please enter all the information starting with time and date.

Calendars | Analytics | Academics | Events | Reporting | Settings

Create Meeting(s)

◉ Single ○ Multiple ○ Recurring

Start Time: 11:00 AM ▼   End Time: 12:00 PM

Start Date: 01/05/2024 ✖ 📅   End Date: 01/05/2024 ✖
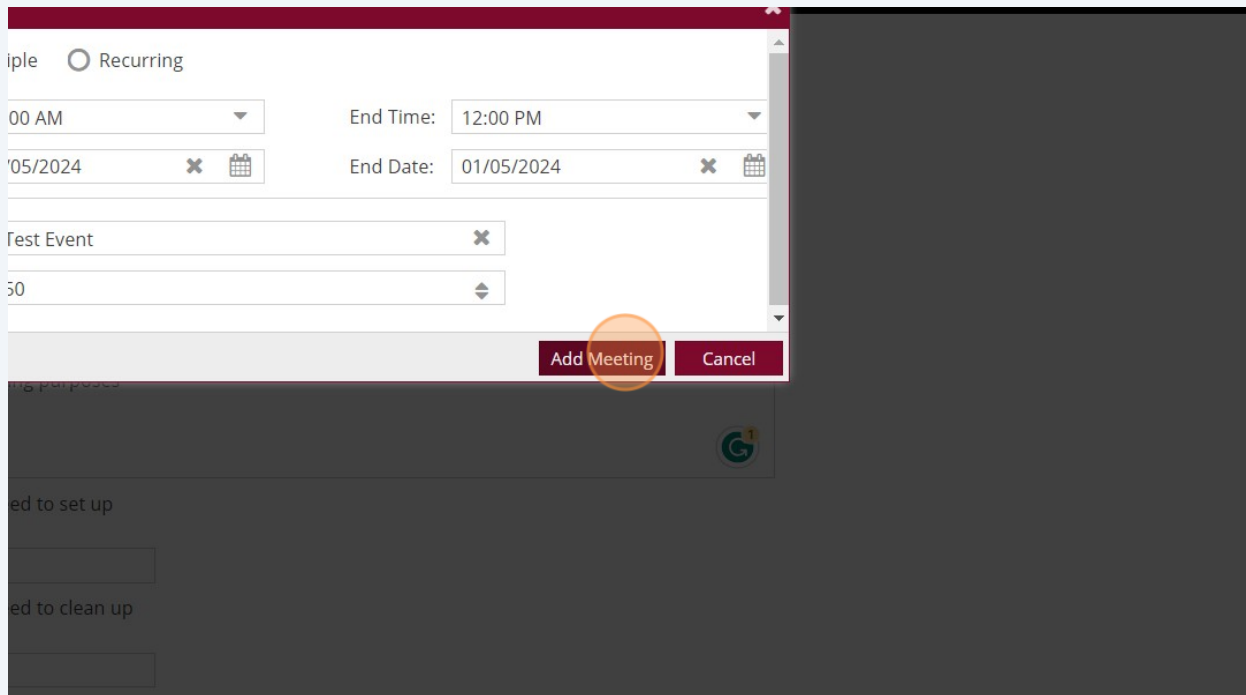
*Meeting Name: Test Event ✖

*Max Attendance: ⬍

Add Meeting   Can...

This is a test event for training purposes
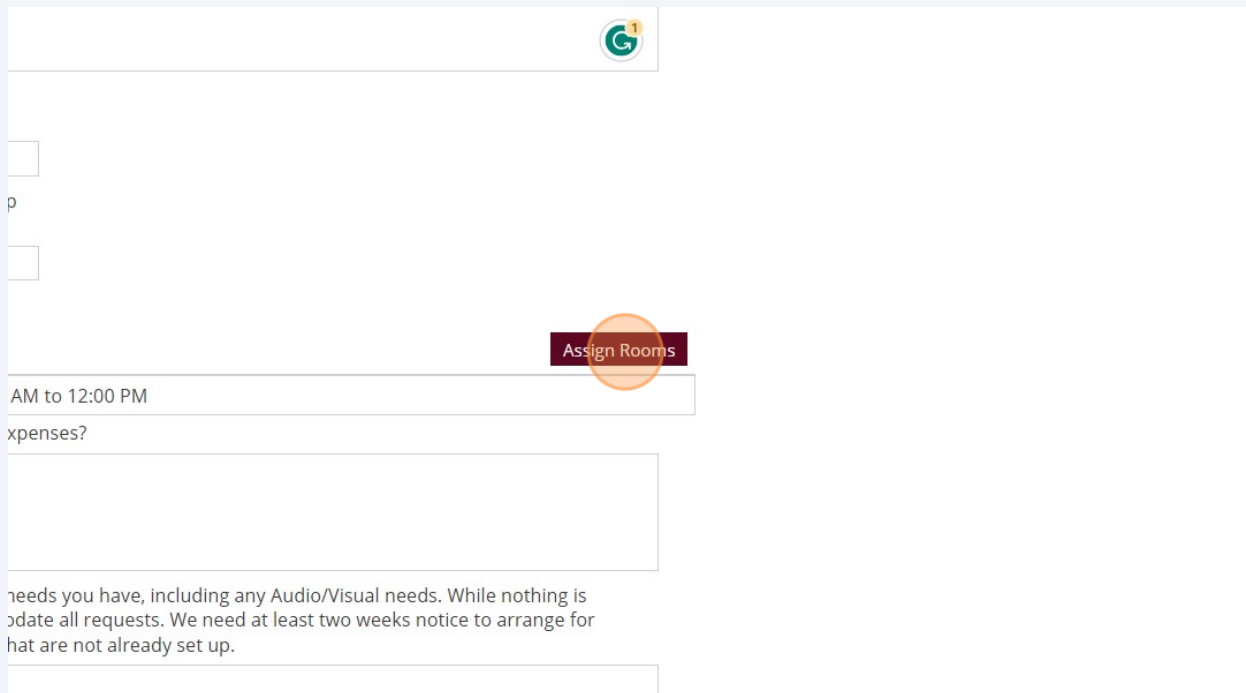
*How much time will you need to set up your event?

1 hour

*How much time will you need to clean up after your event?

9 Click "Add Meeting" when all information is input.

		End Time:	12:00 PM	
Recurring				
00 AM				
'05/2024	✖	End Date:	01/05/2024	✖
Test Event	✖			
60	⬍			

Add Meeting   Cancel

ed to set up

ed to clean up

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10 Click "Assign Rooms"

Assign Rooms

AM to 12:00 PM

xpenses?

needs you have, including any Audio/Visual needs. While nothing is
odate all requests. We need at least two weeks notice to arrange for
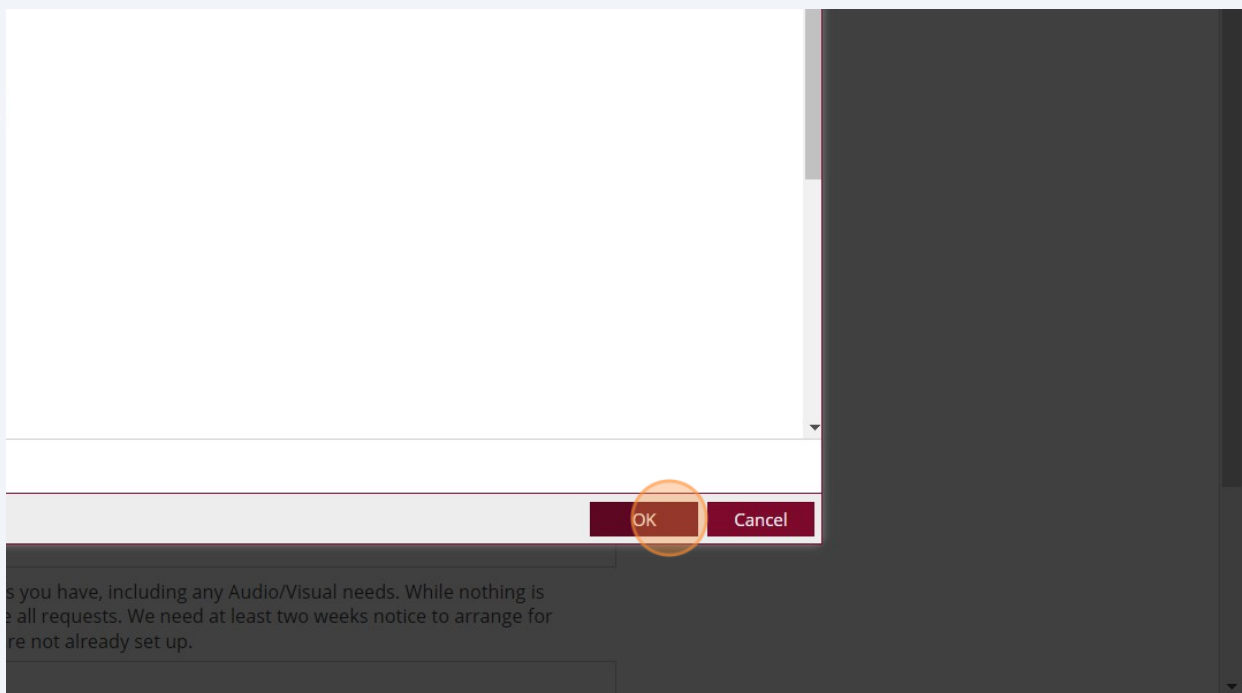hat are not already set up.

11 Scroll through to find the room you are looking for. Keep in mind, that the rooms will not show if it is already booked or if your max attendees are larger than the room can accomodate. Click "Available" to select room(s). This will turn green if selected.

Room	Test Event 1/5/2024 Fri 11:00-12:00pm
⊙ CH Water	Available
⊙ Outdoors Sunroom	Available
⊙ Outdoors Livingood	Available
⊙ CMWL Fire	Available
⊙ MM Lounge	Available
⊙ HH Faculty	Available
⊙ ML Newlin	Available
⊙ Rose Enclosed	Available
⊙ HH Egg	Available
⊙ GCA Tawes	Available
⊙ Outdoors ParkingC	Available
⊙ TOLL SG10	Available
⊙ Outdoors ParkingD	Available
⊙ Outdoors ParkingB	Available

12 Click "OK"

OK   Cancel

s you have, including any Audio/Visual needs. While nothing is
e all requests. We need at least two weeks notice to arrange for
re not already set up.

13 Enter your budget code. This is necessary for approval of your event.

1 hour

*How much time will you need to clean up after your event?

1 hour

*Add a Meeting:

Add Meeting   **Assign Rooms**

✖   Test Event - Fri, 01/05/2024, 11:00 AM to 12:00 PM, Hodson Hall Faculty

*What budget code will be used for any expenses?

*Please provide exactly what equipment needs you have, including any Audio/Visual needs. While nothing is guaranteed, we will do our best to accomodate all requests. We need at least two weeks notice to arrange for delivery of tables and chairs to locations that are not already set up.

CATERING: Please acknowledge that after the room request is returned to you as

14 Please enter all items needed. This is what we will use to request items from B&G, HelpDesk, etc.

Add Meeting

✖   Test Event - Fri, 01/05/2024, 11:00 AM to 12:00 PM, Hodson Hall Faculty

*What budget code will be used for any expenses?

Example Purposes Only

*Please provide exactly what equipment needs you have, including any Audio/Visual needs. While guaranteed, we will do our best to accomodate all requests. We need at least two weeks notice to delivery of tables and chairs to locations that are not already set up.

CATERING: Please acknowledge that after the room request is returned to you as available, you will reach out to our catering department to organize any food needs.

○ Yes
○ We do not plan to serve any food or beverage

Submit

15 Select if you will have catering or not. Remember, AVI has first right of refusal. Meaning, if you want to have any food, you must reach out to AVI first.

✗ Test Event - Fri, 01/05/2024, 11:00 AM to 12:00 PM, Hodson Hall Facul

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Example Purposes Only

* Please provide exactly what equipment needs you have, including any Audi guaranteed, we will do our best to accomodate all requests. We need at least delivery of tables and chairs to locations that are not already set up.

Projector, 5 tables, 40 chairs

CATERING: Please acknowledge that after the room request is returned to you as available, you will reach out to our catering department to organize any food needs.

○ Yes
○ We do not plan to serve any food or beverage

Submit

16 Click "Submit." This will then send a notification to the Campus Events team to approve. You will receive an email stating your request has been received and a separate email stating approval of the event.

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