


AVAN REQUEST INSTRUCTIONS

25Live ProEvent FormTasks

Go to SearchRecently View

Add NewUntitled X

Event Name

Event Title for Web Calendars

Event Type

Primary Sponsoring Organization

Co-Sponsoring Organizations

Expected Head Count

Event Promotional Information

Date and Time

Locations

Resources

Attached Files

Additional Comments to Scheduler

Confirmation Notes

I acknowledge that I have accurately completed this space request. I understand that this is only a request and

This event wizard was designed for use by **Event Requestors**, users who have the ability to request location and/or resources for events. Requestors events are not confirmed until a scheduler approves the request.

Event Name - Required ⓘ

Event Title for Web Calendars ⓘ

Event Type - Required ⓘ

Select an item

Primary Sponsoring Organization - Required ⓘ

Search organizations Remove

Co-Sponsoring Organizations

EDIT

Enter: Destination of trip (Exp: Convention Center)
Enter: Town and State
Enter: VAN USE
Enter: Requesting Org.

Expected Head Count - Required ⓘ

Event Promotional Information ⓘ

File Insert View Format Tools

Font Family Font Sizes

Date and Time - Required

Mon Dec/09/2019

1:00 pm

To:

2:00 pm

☒ This event begins and ends on the same day

Event Duration:
1 Hour

Enter: Passenger count including driver
Enter: Purpose of trip
Enter: Date of trip
Time of departure
Time of Return
If travel spans 2 days uncheck box
Enter: Departing date & time
Returning date & time

Additional time

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

Reservation Start: **Mon Dec/09/2019 1:00 pm**
Reservation End: **Mon Dec/09/2019 2:00 pm**

Reservation Duration:
1 Hour

ALWAYS add 4 hour of **TAKEDOWN TIME** to your trip.
This allows the van to be fueled if needed before the next outing.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

Additional dates can be added if the start and end time are the same.

<<
<
December 2019
>
>>

S	M	T	W	T	F	S
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	09	10	11

View All Occurrences

Locations - Required

Locations Search

Auto-Load Starred:

No
Yes

☐ Hide Locations with Conflicts
☐ Enforce Headcount

Your Starred Locations

Your Starred Locations

Reset
Search

Type: **VAN** in the **LOCATION** search box, select search. A drop down of all vans will be supplied.

Locations Search

Auto-Load Starred: No ☐ Yes ☐

☐ Hide Conflicts ☐ Enforce Headcount

Saved Searches (optional)



van



Hint! Type :: to use SeriesQL.

More Options

Reset

Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	VAN 101	Bristol - VAN 96629	7	1/1	None
Reserve	VAN 102	Bristol - VAN 830 526	7	1/1	None
Reserve	VAN 103	Bristol - VAN 870 736	7	1/1	None
Reserve	VAN 104	Bristol - VAN 370 006	7	1/1	None
Reserve	VAN 105	Bristol - VAN HN 214	7	1/1	None
Reserve	VAN 106	Bristol - VAN 81953	7	1/1	None
Unavailable	VAN 201	Bristol - VAN 605 770	8	0/1	Conflict Details

Select the van and click on REQUEST

Resources

Resources Search

Auto-Load Starred: ☐ No ☒ Yes

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Reserve"/>	Bristol - Transportation Will Be Towing	9 / 10	None
1 <input type="button" value="Reserve"/>	Bristol - Van Transportation	100 / 100	None

Type: **TRANSPORTATION** in the RESOURCES search box, select search. A drop down will be supplied.

Click on **Reserve**.

If you will be towing a trailer click on "Will be towing". This will require separate approval from EHS.

Attached Files

No file chosen

Additional Event Information

Select Custom Attribute

Contact Roles

REQUESTOR

Clephane, Colin

SCHEDULER

Burgo, Debbie

Advisor

Sacchetti, Carol

Driver

Ballard, Sean

Categories - Required

STUDENT EVENT

Additional Comments to Scheduler

Confirmation Notes

Requestor - Person filling out this form

Scheduler – Debbie Burgo

Advisor – of club/org/coach or faculty

Driver – Enter name of **RWU employee** that will be driving the vehicle. Employee ID number and cell number to be listed in **Additional comments to Scheduler**. If not listed the request will be denied.

IF STUDENT(S)- Add students **name, ID number & Cell** in the **Additional Comments to Scheduler**. If ID # is not supplied request will be denied.

All drivers must be listed in this space.

EVERY DRIVER has to have authorization to operate a university vehicle 1 weeks **PRIOR** to requesting van.

I acknowledge that I have accurately completed this space request. I understand that this is only a request and my space request is not confirmed until I have received an email confirmation. Please Note: Promotion of an event or meeting should not be coordinated until receipt of space confirmation. Thank you.

- Required

☒ I agree

Agree to the stated terms. (click I agree)

Select SAVE

After Saving This Event...

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event

Cancel

Preview

Save