

EVENT

SCHEDULING

25 Live - Student Edition
Fall 2026



(973) 720- 2456



eventscheduling@wpunj.edu



Raubinger Hall Suite 154



TOPICS

This presentation will cover:

- How to submit a request
- What information you need
- How to set your event up for success
- How to choose/find a space
- Understanding your event status
- Frequently Asked Questions



WHAT IS

25Live



- 25Live is William Paterson University's official event and space scheduling system.
- Every event using campus space must be entered into 25Live.
- Accurate scheduling helps us:
 - Know what is happening across campus
 - Coordinate spaces and resources
 - Prevent scheduling conflicts and double bookings
 - Support accurate event setups
 - Assist with emergency response and campus safety

BEFORE YOU SUBMIT

It is important to have all your details planned before logging on to 25Live to make processing easier. Have the following on hand:

- EVENT NAME
- ORGANIZATION
- EVENT TYPE
- DATE
- START & END TIME
- EXPECTED ATTENDANCE
- PREFERRED LOCATION
- SETUP NEEDS
- CATERING NEEDS
- AV/TECHNOLOGY NEEDS
- SPECIAL REQUESTS



YOUR EVENT DETAILS MATTER

Expected Attendance

- Enter your most accurate expected attendance—do not underestimate.
- Room capacity and fire code must be followed; accurate attendance also ensures appropriate tables and chairs are planned.

Event Description

- Clearly describe what your organization is planning so campus partners have an accurate picture of your event.
- This helps determine staffing, Campus Police, and other support that may be needed.

Setup Requirements

- Clearly explain the layout you need, including tables, chairs, registration areas, food tables, presentation areas, etc.
- Setups must follow room capabilities and fire code requirements.
- Not all rooms can be rearranged.
- **In the UC the only rooms that can be rearranged:**
 - Ballrooms, Multipurpose room, 329A (formely club hub)



DETAILS MATTER CONTINUED

Decorating & Setup Access

- If you need early access for decorating or setup, this MUST be included in your 25Live request.
 - *Ex: “Pretime is 11am for our 12pm event” or “We would like to setup at 3pm for our 6pm event”*
- We schedule other events around your reservation, so advance notice is necessary to accommodate it.
- Provide accurate AV needs
- **Important New Guideline**
 - Pretime will be limited to a maximum of 4 hours before the event starts; full-day setup periods will not be permitted.
 - If you need more than 4 hours, a meeting with a CASL representative and Event Scheduling must take place before submitting a 25Live reservation



Outside Vendors

- Bringing an outside vendor? Include the vendor name and information in the Event Details section.
 - Vendors must be on approved list

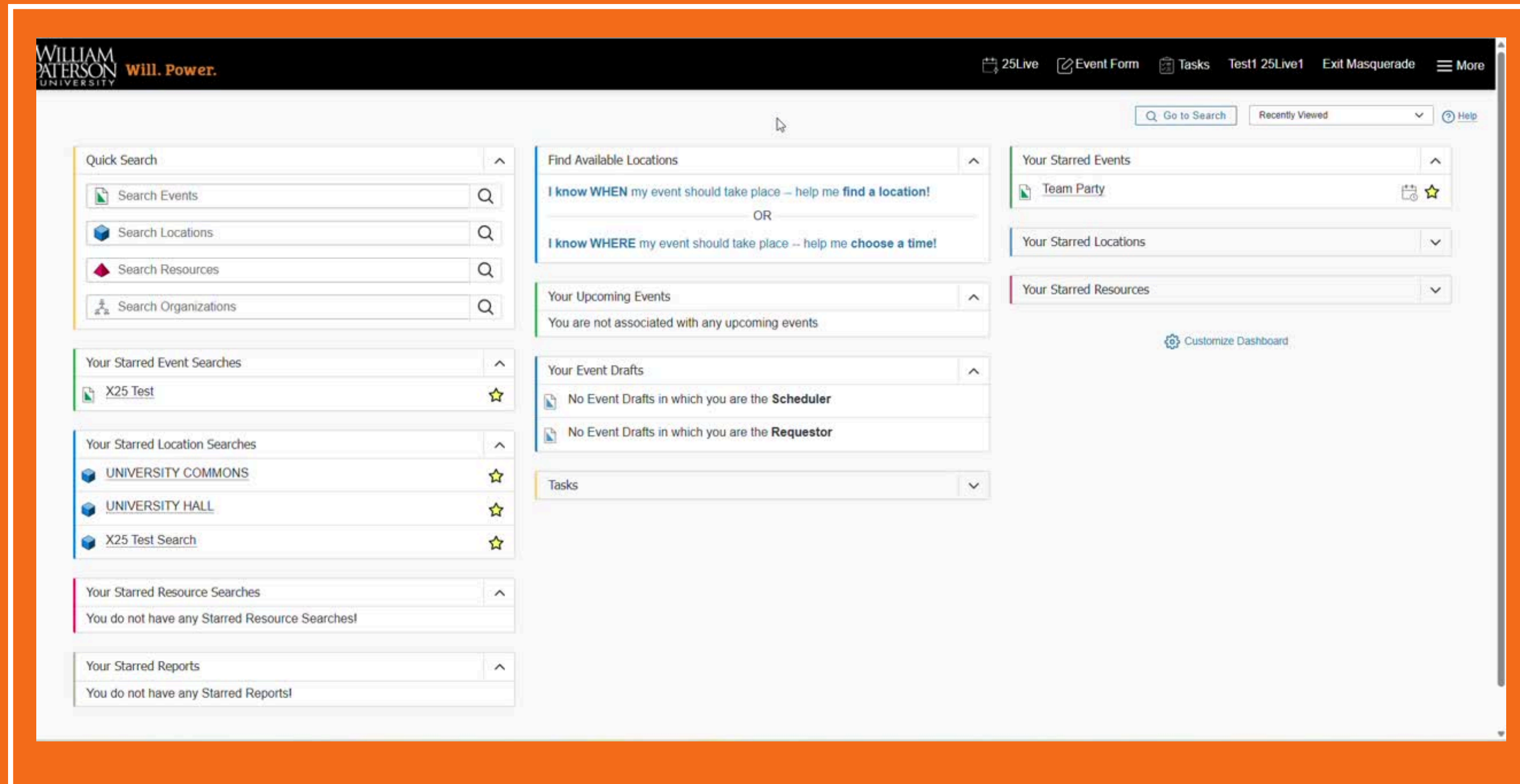
FINDING SPACES

Use Find Available Locations or search within the event form

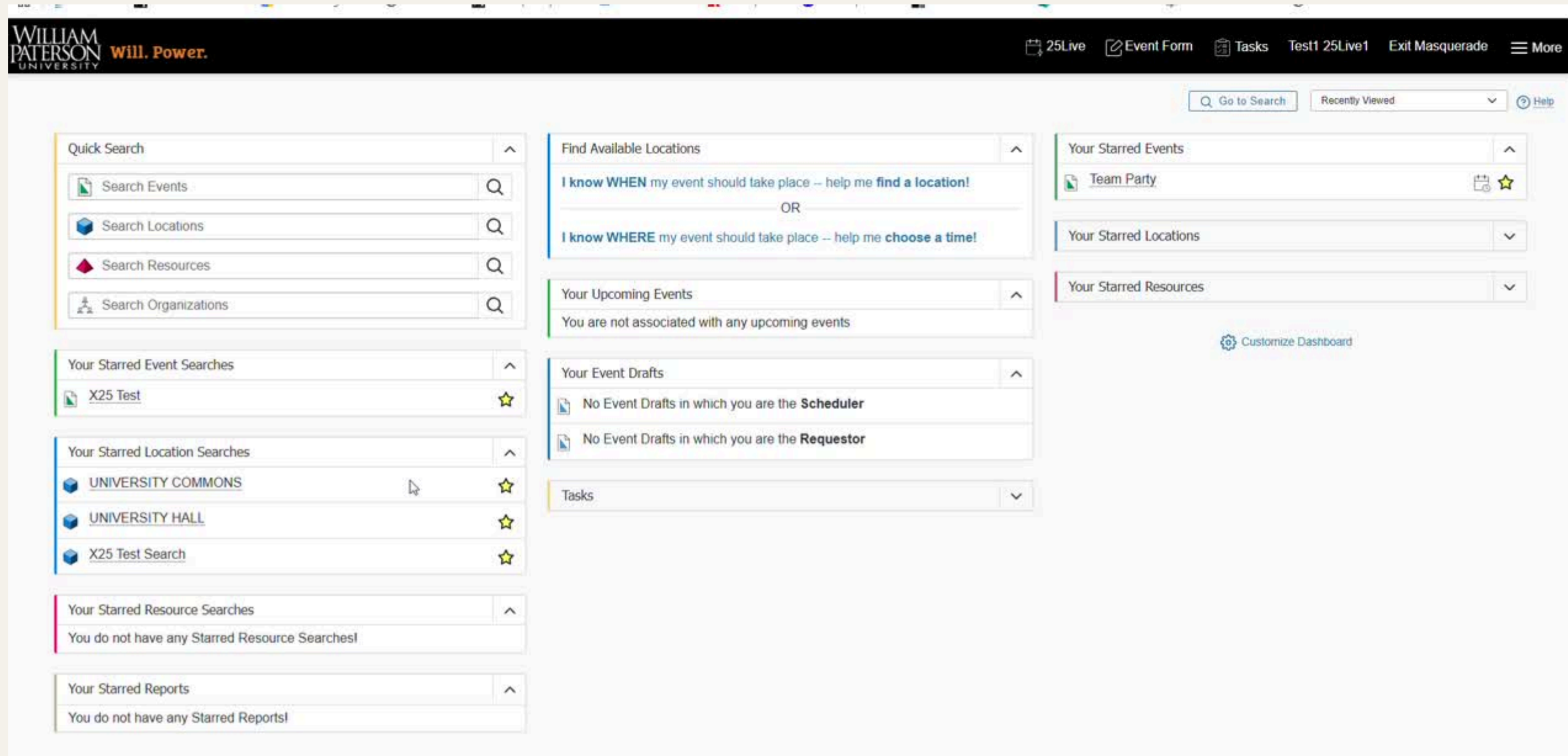
- Search by date/time
- Narrow your search by building or room type

Available doesn't always mean appropriate.

[Click here for the full video.](#)



FINDING ROOM FEATURES



Hover over a room and right click open in new tab to see all the details. Like– Room capacity, Room setup, Furniture, Technology, and Room features. Video shows examples of UC 168AB, UC 211, and UH 117. Click here for the full video.

The **EVENT STATES**

Understand where your event is in the approval process

DRAFT

Your request has been submitted and is in the review process.

TENTATIVE

Scheduler works with you to finalize details we may need more info check email or approval from CASL staff is needed and was sent to them

CONFIRMED

Your event has been fully approved and scheduled.

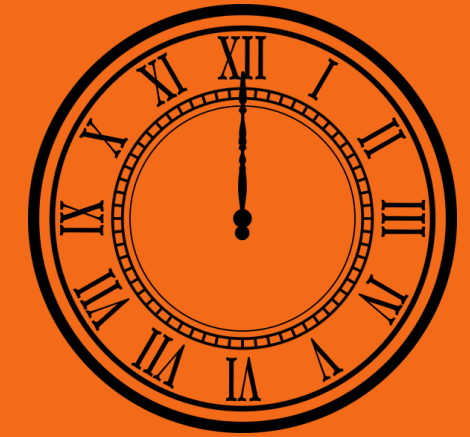
DENIED/CANCELLED

The request cannot be accommodated or the event has been cancelled by requestor

DRAFT ≠ CONFIRMED

DO NOT ADVERTISE YOUR EVENT UNTIL IT IS CONFIRMED.

BOOKING DEADLINES



1

Submit up to 180 days in advance, book early rooms go quickly! Unsure between 2 dates book both and release one once decided.

2

Submit event requests at least 3 weeks before your event so we have enough time to review with CASL staff. Requests within the 3-week window cannot be submitted.

3

Event changes must be submitted at least 10 days prior to the event. You must email Event Scheduling with your CASL rep on it.

4

If your event is scheduled outdoors and you have reserved a rain location, we require at least 72 hours notice if you plan to move indoors due to weather

All deadlines are on the welcome message and confirmation emails

YOUR CONFIRMATION

Read the confirmation email and open the attached PDF

Review the entire reservation

- Date
- Time
- Location
- Setup
- Resources
- Special instructions

Something doesn't look right? Contact Event Scheduling as soon as possible.



Confirmation PDF

Event Confirmation

EXAMPLE FOR ES

Title:		Event Reference: 2026-ABKMFL Event Last Modified: Aug 24 2026 4:57 PM Current Event State: Confirmed	
Requestor:	Cuttic, Elyse	Phone: (973) 720- 4195	Email: cuttice@wpunj.edu
Scheduler:	Event Scheduling	Phone:	Email: eventscheduling@wpunj.edu
Organizations:	Hospitality Services		

Event Comments

Comment: AS IS

Event Occurrences

Sun, Sep 20 2026 4:00 PM - 5:00 PM			Head Count: Exp: 20, Reg: 0
Reserved: 3:30 PM - 5:30 PM			
Location		Instructions	
University Commons 168A		Layout: Lecture Lecture Style Setup	
University Commons 168A/B		Layout: Lecture This space is provided as-is in a lecture setup and cannot be changed.	
University Commons 168B		Layout: Lecture This space is provided as-is in a lecture setup and cannot be changed.	
Qty	Resource	Instructions	
1	Catering		
1	Podium w/Microphone (UC 168/171)		
1	Projector/Screen (UC)	Events that request A/V services including but not limited to microphones and a projector/screen will incur an A/V Services Fee. The only exception to this is for Student Organizations.	
1	University Commons Laptop (UC)	University Commons Operations will supply a laptop if available and is indicated on your request. Please plan on logging into the laptop with your WPU credentials.	

Confirmation Email

Approval from Campus Activities: EXAMPLE FOR ES, 2026-ABKMFL  Summarize this email

 ConfDetailPerEvent.pdf
4 KB

EXAMPLE FOR ES [\(View in 25Live\)](#)

Hello!

Event Reference Number: 2026-ABKMFL

Event Name: EXAMPLE FOR ES

Organization: Hospitality Services

Event Start	Event End	State	Location
Sun Sep 20 2026 3:30 pm	Sun Sep 20 2026 5:30 pm	Active	UC 168A
Sun Sep 20 2026 3:30 pm	Sun Sep 20 2026 5:30 pm	Active	UC 168B
Sun Sep 20 2026 3:30 pm	Sun Sep 20 2026 5:30 pm	Active	UC 168A/B

Your event has been approved. Please review the attached PDF confirmation carefully to ensure all details are correct. If updates are needed, you may reply directly to this email or contact us with the event name and reference number, along with the requested changes. We have also linked the [campus map](#) for your reference. Feel free to forward the map to any parties within your reservation who may need it. Please note that approval from **CASL** is required for any changes submitted after confirmation.

Event changes must be submitted at least 10 days prior to the event. To avoid cancellation, please provide any requested information within 2 business days of receiving the scheduler’s email, and no later than 15 days before your event date.

Outdoor events: If your event is scheduled outdoors and you have reserved a rain location, we require at least 72 hours notice if you plan to move indoors due to weather. Please note that only one location will

WHERE TO FIND CONFIRMED STATE ON 25LIVE?

 Cross Training ☆
Cross Training

Confirmed

2026-ABJZBX

Thu Aug 20 2026 9:00 am - 6:00 pm
[All Segments](#)

 UC 168A
 UC 168B
 UC 171A
[View All](#)

FAQ'S

- **Can I use glitter or tie-dye on campus?**

- No glitter is permitted on campus. Tie-dye is only permitted outdoors. Painting and crafting are only permitted in the MPR, and all tables must be properly covered.

- **Can I use helium balloons indoors?**

- No. Helium balloons are not permitted in indoor spaces. Please review the [UC's decorating policies](#) before planning your event.

- **Can I bring my own food to an event?**

- No. Aramark is the official food vendor on campus, and all food services must be coordinated through them. If you would like to use an outside caterer, please speak with the Catering Director for approval. Outside catering has different timelines and guidelines that must be followed. Bake sales are allowed but you will need to fill out a form from the CASL office.

- **How do I make sure my event appears on the WPUNJ public website calendar?**

- When submitting your event in 25Live, be sure to select “Show on WPUNJ.EDU public website calendar.” The information displayed on the public calendar will include your event name, date and time, location, and the information entered in your event details/description section. Please do not use emojis in your event description, as they may not display correctly on the public website. Be sure to provide a complete and thorough event description, as this information will be visible to the public.

FAQ'S

- **Can I transfer my reservation to someone else?**
 - Yes! Email Event Scheduling with the new event requestor's name and event reference number so we can update the reservation.
- **I booked the space, but someone else is running the event. Can they submit changes?**
 - No. Event Scheduling will only communicate with the event requestor listed in 25Live. If someone else is managing the event, the listed requestor must communicate any changes to Event Scheduling.
- **How often are events reviewed?**
 - Most events are reviewed within 2–4 business days of submission and will typically be moved to Tentative, Confirmed, or Denied. Meetings are generally approved quickly. Other event requests are reviewed with CASL staff every other week and remain in the Tentative state until a decision has been made.
- **I want to book multiple dates under one reservation? How do I do so?**
 - On the event form find the “calendar” above it theres a button called “repeating pattern” click it to choose how you want the event to repeat.
- **Need to make changes to my reservation or updates?**
 - Email Event Scheudling– if it doesn't come to this inbox it didnt happen!

HELPFUL RESOURCES

Resources

- Event Scheduling Mini-Training Videos: <https://www.wpunj.edu/hospitality/events-and-conference-scheduling/25live-for-event-scheduling/>
- AV Services (UC): <https://www.wpunj.edu/University-Commons/event-spaces/audio-visual-services>
- UC Event Spaces: <https://www.wpunj.edu/University-Commons/event-spaces/index.html>
- UC Policies & Building Guidelines: <https://www.wpunj.edu/University-Commons/building-guidelines-procedures-and-policies>
- Aramark Catering Policy & Timelines: <https://www.wpunj.edu/hospitality/dining-services/images/CateringPolicy2025-2026.pdf>
- Book Your Catering: <https://williampaterson.catertrax.com/>

Need Help?

- Event scheduling questions: EventScheduling@wpunj.edu
 - 25Live Event Request Training: Cuttice@wpunj.edu
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GOT QUESTIONS?

 (973) 720- 2456

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