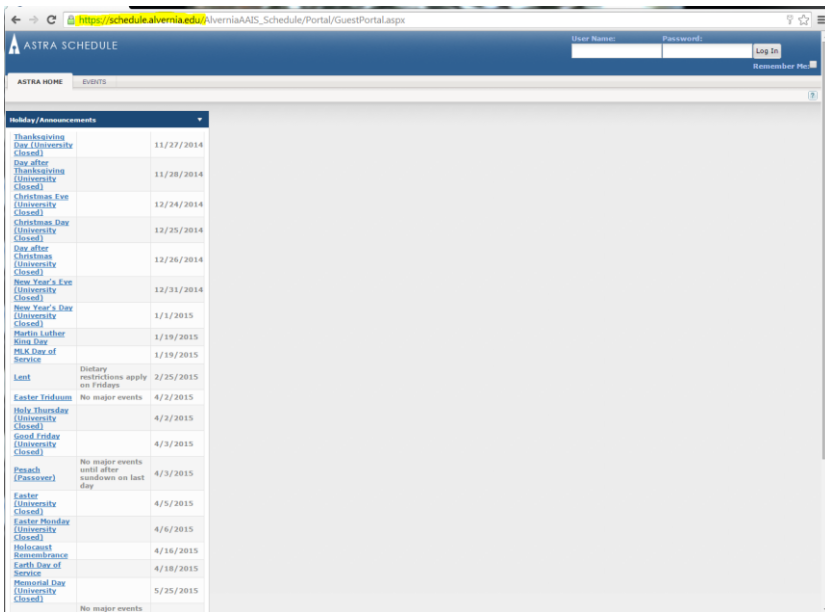


The staff of the Event Management and the Registrar's Office are excited to offer a new way for Guests to view the academic/event Calendar and submit Event Requests.

Type this into your internet search engine:

<https://schedule.alvernia.edu>



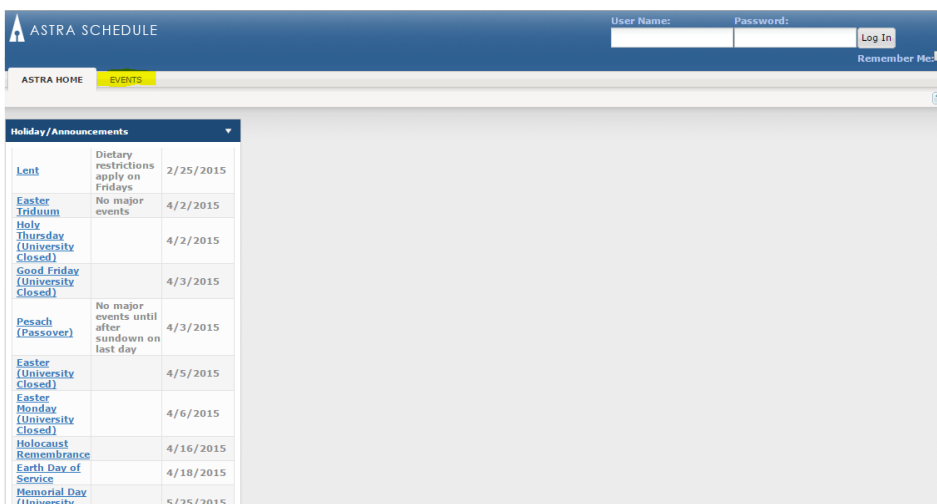
It should redirect you to open ASTRA Schedule

Select the EVENTS TAB:

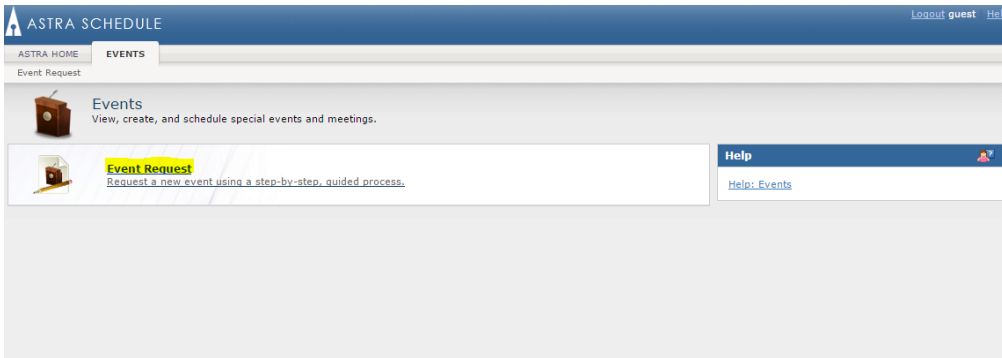
Please remember if you will need to request any of the following: maintenance, housekeeping and/or public safety personnel. Requests should be received no later than 10 working days prior to event.

Anything that has an \* is a required Field. It will stop you if you request a room within 7 days from the current day, or want to schedule on a holiday like Christmas.

Please remember, this is a request. The room, date or time may not be available. If this is the case you will be notified. That is why we suggest you complete the electronic request as soon as you know the date, time and room (if known).



## Select Event Request



The Event Registration & Facilities Request form will populate

When everything is complete, click submit at the top of the screen. It will stop you if you don't complete a required field. Just go back and complete the question and click submit again.

Editing... Submit Cancel

### Event Request (Guest User Form)

**Event Registration & Facilities Request**  
Event Management Office  
suzanne.miller@alvernia.edu

**General Information:**

To expedite approval process, please fill out form completely. Anything with an \* is a required field.

Events requiring maintenance, housekeeping and/or public safety personnel should be requested no later than 14 working days prior to event.

Final counts, equipment needs, must be communicated within 72 hours of the start of the event.

**Event Details**

Event Title:

Event description:

How many attendees are expected?:

**Event Meetings**

Meeting Name:  Max Attendance:

Meeting Type:   Requires Room

Description:

**Meeting Recurrence**

Single Meeting(s) Recurring Spanning

Start Time: 12:00 PM End Time: 1:00 PM

March 2015							April 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	29	30	1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9

Today Clear

**Meetings**

Delete

Name	Start Date	Start Time	End Time	End Date	Room
None					

**Contact Information**

Customer Name:

Your Name\*:

Email Address\*:

Phone Number\*:

Campus Sponsor:

Sponsor Contact:

**Room and Resource Needs**



Describe Room and Resources/equipment needed:

**Other Information**



Please provide any additional comments or questions regarding your event:

When an electronic request is submitted properly, you will receive a PDF confirmation that the request has been received and will be reviewed.

When it is reviewed and approved, or denied for any reason, you will also receive a PDF email listing the status.

**CALENDARS TAB:**

If you click on **Calendar**

This is a customizable calendar

Choose Calendar: EVENT

Choose Filter: Facilities

Individual meetings are noted in green boxes

Calendar: Sections/Events will show you classes and events

Classes are noted in blue boxes

You can view by day, week etc.