Log In using your Alvernia Network User Name and Password

Select “Request an Event”

Fill out Event Information & Event Meeting fields.

*An asterisk signifies a required field*

Select “Start Time”, “End Time” and Date.

Select the Create button.

Check the box next to the requested event.

Select “Assign Rooms”
EVENT REQUEST REFERENCE GUIDE

Select a room —

Fill out the remainder of the form —

Select “Submit”

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Thank you for your request. We have received your form and will be contacting you shortly.

AFTER YOUR EVENT IS APPROVED PLEASE LOG INTO PAX TO SUBMIT THE EVENT.

https://pax.alvernia.edu
After the form is submitted an automatic email will be generated as confirmation.

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**Event Request Received**

4/23/2015

11:18 AM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Form Test</td>
<td></td>
</tr>
</tbody>
</table>

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**Request Summary**

- **Event Information**
  - Event Name: Student Form Test
  - How many attendees are expected? 10

- **Contact Information**
  - Customer: Event Management
  - Contact: Shelly, Jessica
  - Sponsoring Department/Organization: Test Student Form
  - Email: jessica.leslie@alvernia.edu
  - Phone: 3567

- **Set-up & Equipment requested:**
  - Will food be served? False
  - Will catering be requested? N/A
  - Setup options, if available? N/A
  - Is a Podium needed? False
  - Will microphones be needed? If more than one, describe under other information False
  - What type of tables are needed for the event? N/A
  - How many tables are required? 10
  - Is Public Safety needed? If yes, please describe under other information False
  - Is Event Signage needed? List items under other information False
  - Support, Services Assistance Requested False
  - Technology Equipment Needed N/A
  - Is Additional Equipment needed? List items under other information False

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**Other Information**
An automated email will generate after the event is APPROVED.

Once the approval form is received please log into PAX (pax.alvernia.edu) to submit the event.

Note: The Reservation # is the confirmation that the event has been approved. NOT the Event Request #.

Please keep the Reservation #, it will be required when submitting the event in PAX.