First Day of Reservation training series set for April

The Office of Event Services is offering a new training series dedicated to providing details on scheduling spaces, policies and their services.

**The First Day of Reservations is on April 22.** This training allows viewers the opportunity to get to know the Event Services team, the 25Live scheduling system, and Event Services operations.

The following trainings will be offered in April:

**Event Capabilities ? April 6th, 12-1 pm EST**

Link: [https://zoom.us/j/96458642913](https://zoom.us/j/96458642913) [1]

Topics covered: Details of audio visual, resource and equipment capabilities of all Carolina Union Reservable Spaces. Hear from all the Carolina Union teams about how we can best support your event.

**Event Capabilities ? April 8th, 1-2 pm EST**
Topics covered: Details of audio visual, resource and equipment capabilities of all Carolina Union Reservable spaces. Hear from all the Carolina Union teams about how we can best support your event.

**Event Services Policies ? April 9th, 4-5 pm EST**

Link: [https://zoom.us/j/94748419935](https://zoom.us/j/94748419935)

Topics covered: Interior policies; exterior policies; large events; selling and fundraising; décor

**The Event Form ? April 13th, 12-1 pm EST**

Link: [https://zoom.us/j/93707730012](https://zoom.us/j/93707730012)

Topics covered: Event Services terminology; detailed walk-through of event form; single and recurring meetings/events; information needed to submit a successful event

**How to Pick Your Event Space ? April 14th, 10-11am EST**

Link: [https://zoom.us/j/99700469466](https://zoom.us/j/99700469466)

Topics covered: Navigating 25Live calendars and searches; viewing location details in 25Live; space capabilities and capacities

**The Event Form ? April 15th, 12-1 pm EST**

Link: [https://zoom.us/j/99853777713](https://zoom.us/j/99853777713)

Topics covered: Event Services terminology; detailed walk-through of event form; single and recurring meetings/events; information needed to submit a successful event

**How to Create a Complex Event ? April 16th, 4-5 pm EST**
Link:  [https://zoom.us/j/99902124258](https://zoom.us/j/99902124258) [7]

Topics covered: Event form review; submitting multiple occurrences and locations; conference and other large event planning in 25Live

Questions? Email Event Services at [eventservices@unc.edu](mailto:eventservices@unc.edu) [8] for assistance. Miss a training? Recordings of these trainings will be available in the near future.


Links
[1] [https://zoom.us/j/96458642913](https://zoom.us/j/96458642913)
[2] [https://zoom.us/j/92596760592](https://zoom.us/j/92596760592)
[3] [https://zoom.us/j/94748419935](https://zoom.us/j/94748419935)
[4] [https://zoom.us/j/93707730012](https://zoom.us/j/93707730012)
[5] [https://zoom.us/j/99700469466](https://zoom.us/j/99700469466)
[6] [https://zoom.us/j/99853777713](https://zoom.us/j/99853777713)
[7] [https://zoom.us/j/99902124258](https://zoom.us/j/99902124258)
[8] [mailto:eventservices@unc.edu](mailto:eventservices@unc.edu)