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**

Link: [https://zoom.us/j/92596760592](https://zoom.us/j/92596760592) [2]

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) [3]
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)  [4]

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)  [5]

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)  [6]

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.
TRAINING SERIES for FIRST DAY OF RESERVATIONS

Popular Page: No
Feature Type: Announcement [9]


Links
[1] https://zoom.us/j/96458642913
[3] https://zoom.us/j/94748419935
[8] mailto:eventservices@unc.edu
[9] https://carolinaunion.unc.edu/feature-type/announcement