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.

Links
[1] https://zoom.us/j/96458642913
[3] https://zoom.us/j/94748419935
[8] mailto:eventservices@unc.edu