# EVENT REQUEST & ROOM RESERVATION

### WHEN DO I NEED TO SUBMIT A REQUEST BY?
All event requests must be submitted 14 days prior to the date of an in-person event or room reservation to ensure that it be accommodated while meeting campus safety guidelines.

### WHAT TYPE OF SUBMISSION DO I NEED?
To ensure that your request can be properly processed you must submit your event request or room reservation under the correct event template: room reservation, group-hosted event, individual-hosted event.

*Your event/room is not approved until you receive a confirmation approval from the office of Special Events.*

### HOW TO SUBMIT AN EVENT REQUEST FOR A GROUP AS AN OFFICER
1. Log into your platform.
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3. Click on the group's name under 'My Groups'.
4. Select the 'Create' button in the top right corner.
5. Select 'Event'.
6. Populate the event details and click on 'Submit' when you are done.
7. If you are not an officer, please contact specialevents@flagler.edu

## HELPFUL EVENT FEATURES

### Duplicate an Event
- Where to Find?
   a. 3 dots/Ellipses Next to Specific Event (Under Group>Events).

### Download Attendees List
- Where to Find?
   a. 3 dots/Ellipses Next to Specific Event (Under Group>Events).

### An Event 'To Do' Checklist
- Where to Find?
   a. 3 dots/Ellipses Next to Specific Event (Under Group>Events).

### Your Event's Unique QR Code
- Where to Find?
   a. **Under** 3 dots/Ellipses Next to Specific Event (Under Group>Events).

### Event Template

- Where to Find?
    a. Group> Events> 'Edit' Next to Specific Event> [Scroll Down to Bottom] 'Advanced Options'> 'Event Template' > Check Bubble Next To 'For This Group' > Save.

## NEED MORE HELP?

1. Explore the SaintsConnect Resource Articles https://help.campusgroups.com/en/
2. Click "?" on the bottom right to access Saints Connect Support.
3. Email SpecialEvents@flagler.edu