

# EVENT PLANNING

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WABASH COLLEGE

# MAKE A ROOM ONLY RESERVATION

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- Only a room (or rooms)
- No support services such as IT, Catering, or Campus Services
- Not a public event

Room-only reservations are primarily used for closed meetings, and not public events.

**EXAMPLES:** a department or club meeting, study tables.



## SCHEDULE AN EVENT

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Choose this option if you are planning a public event that is intended to be on the Wabash Calendar, and will be publicized to the entire campus, or general public.

**EXAMPLES:** public lectures, visiting artists, club call outs...

**AND....**



# SCHEDULE AN EVENT

## NON-CALENDAR EVENTS THAT NEED SUPPORT SERVICES

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- Campus Services to set up or tear down tables/chairs, add trashcans, clean restrooms or provide other manpower or support
- IT to provide equipment, assistance or training
- Catering through Bon Appetit
- Licensure for movie rights

EVENTS SHOULD BE SCHEDULED AS FAR IN ADVANCE AS POSSIBLE

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Avoid Conflicts

Reserve Proper Venue

Notify Support Services

Maximize Publicity



# AVOID CONFLICTS

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- Check web calendar and room scheduler before confirming date with a visiting speaker
- Contact Violet Benge **before confirming final dates with visitor**
- Avoid scheduling over other events
- Be aware of breaks and heightened campus activities (athletics, admissions, advancement)
- Balance events as evenly as possible throughout the calendar (week, month and semester)

Avoid submitting events during:

- VAS Events
- Named Annual Lectures
- Other Large/Signature Annual Events

# Checking for Conflicts: Web Calendar and Scheduler

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WABASHCOLLEGE

About WabashAcademicsAdmissions & Financial AidAlumniAthletics

Home » Calendar » August

Events for August 2016

All event times are Eastern Time Zone unless otherwise specified.

Show

All

Search Calendar | Submit an Event

Sign up for a daily email address:

on

August

2016

Go!

<>DayWeek

Other calendars: General Announcements | Fine Arts Calendar | 4-year Academic Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
VIEW WEEK		1 New Faculty Orientation	2 New Faculty Orientation	3 New Faculty Orientation 12p Fort Wayne Golf Outing 7p Green Issues Summer...	4 New Faculty Orientation 2p Chicago Golf Outing 7:30p The Vanity Theater Pre...
VIEW WEEK	7 2p The Vanity Theater Pre...	8 12p South Bend, IN Mont...	9	10 12:30p Evansville Golf Ou...	11 12p Sugar Creek Associ...
VIEW WEEK	14	15 11a Freshman Tutorial Me... 12p FRT and EQ Joint Me...	16 7p Green Issues Summer...	17 8:30a Teaching/Learning ... 11a HELP Session 12p Health Information M...	18 7a Ides of August: A Fac...
VIEW WEEK	21 Freshman Orientation	22 Freshman Orientation 2p Faculty and Staff Even...	23 Freshman Orientation	24 Classes Begin 12:30p Lafayette, IN Mon... 7p Theater Auditions - Pet...	25 6p Soccer at Mancheste...
VIEW WEEK	28 4:30p Fall 2016 Student S...	29 3p Staff Community Meeting	30 7p Indianapolis Indians G...	31 12p Cincinnati, OH Month... 12p Capital Markets & Ca...	

Questions? Comments? E-mail calendar@wabash.edu

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WABASHCOLLEGE

About WabashAcademicsAdmissions & Financial AidAlumniAthleticsGiving

Home » Scheduler Application

Welcome to Wabash's on-line event planning and resource scheduler. From these pages you submit an event request, reserve a room or motor pool vehicle, and search current schedules.

If you have questions about planning an event on campus, or about using the scheduler, please contact Violet Mayberry at mayberry@wabash.edu, or 765-361-6290.

Search the Scheduler

Make A Room-Only Reservation

Schedule an Event

You can search the scheduler in a variety of ways - view all events on a particular day (or date range); view a calendar grid of all rooms for a particular day, or search for your events.

If you just need a room (or a couple of rooms), won't have an audience, won't be serving food, and don't need tech assistance, publicity, or any other outside services, you can make a room-only reservation. Room-only reservations are primarily used for closed meetings, and not public events. **EXAMPLES:** a department or club meeting, study tables.

- OR -

Choose this option if you are planning a public event, or any event or activity that includes food, publicity, requires technology, travel arrangements, lodging, or help from Campus Services. **EXAMPLES:** public speaker or presentation, job candidates, fine arts event, campus visit programs.

Quick Links

RESERVATIONS

Violet Mayberry  
P.O. Box 352  
Crawfordsville, IN 47933  
mayberry@wabash.edu  
phone: 765-361-6290

Scheduler

SCHEDULE AN EVENT

RESERVE A ROOM

VIEW PLANNING CALENDAR

SEARCH THE SCHEDULER

ADD EVENT TO CALENDAR

MOTOR POOL

COLLEGE APPROVED DRIVERS LIST

RESERVE A VEHICLE

VEHICLE SCHEDULE GRID

[previous day](#) | [today](#) | [next day](#) | [Scheduler Home](#)

Room	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	
Allen Center													
Bowerman Lobby	<a href="#">Freshman Orientation</a>												
Knowling Fieldhouse													
Soccer Game Field													
Baxter Hall													
Lobby									<a href="#">Freshman Orientation Continental Breakfast</a>				
214 Div III Computer Classroom									<a href="#">Freshman Computer Orientation</a>				
Caleb Mills House													
nothing scheduled													
Center Hall													
206 Center Hall Lounge									<a href="#">Scheduler Meeting</a>				
215 Classroom	<a href="#">Freshman Orientation Set-up</a>												
216 Classroom	<a href="#">Freshman Orientation Set-up</a>												
Chapel													
nothing scheduled													
Detchon Center													
Room	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	
220 Classroom											<a href="#">FLTA Orientation *</a>		
Fine Arts Center													
M102 Flaningam Green Room													
M114 Salter Hall												<a href="#">Freshman Reception</a>	
T110 Ball Theater													

[View Today's Schedule](#)

Room Schedule Grid

### Room-by-Room Calendar

[Search Campus Schedule](#)[Search My Reservations](#)[Search for Rooms](#)

Show: Rooms with Events ▼ in All Buildings ▼ on 08/22/2016  Go

[illegible]



# PLANNING CALENDAR

Outlines major campus wide events and some private events across campus.

These events are still in the planning stages and may not have all venues reserved, but should be planned around as if they are confirmed.

Generally speaking, they are not yet on the public web calendar.

Scheduler

SCHEDULE AN EVENT

RESERVE A ROOM

VIEW PLANNING CALENDAR

SEARCH THE SCHEDULER

ADD EVENT TO CALENDAR

MOTOR POOL

COLLEGE APPROVED DRIVERS LIST

RESERVE A VEHICLE

VEHICLE SCHEDULE GRID

SEARCH RESERVATIONS

TRIPPET HALL

TRIPPET LODGING

TRIPPET CONFERENCE

GENERAL INFO

SCHEDULER HOME

POLICIES AND PROCEDURES

LOG OUT

WABASH PLANNING CALENDAR

MUFFY Residential Drive	01/01/00 12:00 AM	Dean Rater's House
FORRum	08/02/16 07:30 PM	Trippet Hall Lobby or Dining Room
Teaching and Learning Workshop	08/08/16 08:00 AM	Location TBD
Div 2 Picnic	09/03/16 05:00 PM	Lew Wallace-Tentative
Tentative Campus Event (President's Office)	10/22/16 12:00 PM	
Tentative Date Oktoberfest	10/22/16 12:00 PM	
Cole Lecture TBD	10/24/16 12:00 PM	
Benedicks Guest Speaker-Lunch or Evening 11-1 or 2	11/01/16 08:00 AM	TBD
Benedicks Guest Speaker-Lunch or Evening 11-1 or 2	11/02/16 08:00 AM	TBD
Community Chorus Performance Activities	12/10/16 09:00 AM	Chapel
Community Chorus Performance Activities	12/11/16 02:00 PM	Chapel
Religion Event Series- Derek Nelson *TBD March 14-15 CAMPUS WIDE INTEREST	03/14/17 08:00 AM	

# RESERVE PROPER VENUE

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- Expected audience
- Room set up (lecture hall, classroom, lobby)
- Catering
- A/V Needs
- Not all venues can accommodate food or technology needs
- The Allen Center and Fine Arts Center require special permission for use.



# EVENTS WHICH ARE NOT CONSIDERED PUBLIC

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- Not open to general campus
- Not open to the public
- Not serving food
- Do not need IT
- Do not need Campus Services

# SCHEDULING AN EVENT

LOG ON TO MY BASH > SCHEDULER

## SCHEDULE AN EVENT

Schedule an Event

Choose this option if you are planning a public event, or any event or activity that includes food, publicity, requires technology, travel arrangements, lodging, or help from Campus Services. **EXAMPLES:** public speaker or presentation, job candidates, fine arts event, campus visit programs.



## Event Summary

The Wabash scheduler defines an "event" as a single activity, or a collection of related activities. If your event consists only of a noontime presentation, then your event has one activity. However, events may be more complex than this. For example, a campus group may bring a speaker to campus, and while here the speaker may give a lunchtime talk, an evening talk, and have dinner with faculty and students. In this case, you should consider the visit as a whole the "event", and provide summary information below. On subsequent pages, you will be able to enter details about each individual "activity", such as the lunch talk.

Event name

Sponsoring  
department

Enter here if not  
listed

Event notes

Primary contact  
name

Primary contact  
email

Primary contact  
phone

Event Dates

Start

To

End

## Check for Conflicts

This page shows other campus events that are going on the same day(s) as your proposed event. In order to maximize the benefit of all campus events, it is a primary goal of the College to minimize the overlap of events, particularly large events that may target the same audience. New event requests that create such conflicts may not be approved, even if your desired venue is available. We encourage you to discuss any potential conflicts with Violet Benge before submitting your reservation.

Here are some other events scheduled for that day:

### Wabash Planning Calendar (What's this?)

No events are on the planning calendar for this date.

### Wabash Event Calendar

Student Event Planner Training (Lunch)

01/29/20 12:00 PM - 01/29/20 01:00 PM

Basketball at Ohio Wesleyan

01/29/20 07:00 PM - 01/29/20 07:00 PM

Go Back

Continue

## Schedule an Activity

An "event" consists of one or more "activities". For example, if a department brings a speaker to campus, the entire visit would be considered the event, and each component of the visit (perhaps a noon talk, an evening talk, and a dinner) would be an activity. Complete the form below for the first activity for this event.

Title	<input type="text" value="Scheduler Meeting"/>		
Location	<input type="text" value="Hays Science Hall 104 Class of 1951 Lecture Hall"/>		
Date / Time	Start	To	End
	<input type="text" value="08/25/2016 8:00 AM"/>		<input type="text" value="08/25/2016 5:00 PM"/>
Setup & Cleanup	Allow <input type="text" value=""/>	minutes for setup and	<input type="text" value=""/>
		minutes for cleanup	
Audience Size	<input type="text" value="Audience Size"/>		
Audience composition:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Public <input type="checkbox"/> Other		
Which of the following services will you need for this activity? <i>What's this?</i>			
Should this activity appear on the campus calendar?:	<input type="radio"/> Yes	<input type="radio"/> No	
Will you use technology?:	<input type="radio"/> Yes	<input type="radio"/> No	
Will you serve food?:	<input type="radio"/> Yes	<input type="radio"/> No	
Will you use campus services to rearrange the room, or provide tables, chairs or trashcans?:	<input type="radio"/> Yes	<input type="radio"/> No	
<input type="button" value="Continue"/>			

If this is a public event  
Please indicate **YES**

## ADD DETAILS



# SET UP AND TEAR DOWN TIME

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- Start Time indicated here will appear on the public web calendar

Date / Time	Start	To	End
	<input type="text" value="08/10/2016 8:00 AM"/>		<input type="text" value="08/11/2016 5:00 PM"/>

- If additional time is needed to set up chairs, tables, catering supplies, or AV, please add in that time here:
- This will be reflected in the room reservation time, but not the event start time.
- If setup time is added to the event start time, the time will be incorrect on the calendar.

Setup & Cleanup	Allow	<input type="text"/>	minutes for setup and	<input type="text"/>	minutes for cleanup
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# Review

Please review your request below. If you have additional activities associated with this event, you can add the next one by clicking the blue "Add Another Activity" button. If you are all finished, click the green "All Done" button to submit your reservation.

## Event Summary Information

<b>Event</b>	Event Scheduler Test Event
<b>Sponsor</b>	0 - Event Scheduler
<b>Group Size</b>	
<b>Event Number</b>	104493
<b>Reserved By</b>	Violet Bengé

## Activity Time(s) and Location(s)

Wed 1/29/20 8:00am - 5:00pm	Event Scheduler Test Event	Chapel Chapel*
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Add Another Activity

Cancel And Start Over

All Done - Submit My Reservation

If you need to add more reservations to this event please choose “Add Another Activity”



# SPECIAL PERMISSION FOR LARGE VENUES

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## ALLEN CENTER PERMISSION

- Ryan Clark is facilities approver
- Contact must be made 4 weeks prior to event for any AV ([avsupport@Wabash.edu](mailto:avsupport@Wabash.edu)) or Campus Services([campserv@Wabash.edu](mailto:campserv@Wabash.edu))needs.
- Proof of permission required before event is approved.

## FINE ARTS CENTER PERMISSION

- Julia Phipps is building approver
- Both Ball and Salter require on site AV supervision for ANY USE.
- AV support must be contacted 6 weeks prior to event for Ball, and 4 weeks prior to event for Salter.
- Proof of permission required before event is approved.

# NOTIFY SUPPORT SERVICES:

## CAMPUS SERVICES

**Campus Services:** [Campserv@wabash.edu](mailto:Campserv@wabash.edu)

The Campus Services setup and events team is here to serve the needs of students and staff of Wabash College.

Adherence to the following policies allows us to best meet all of the needs of the college.

Our goal is to provide an excellent service to everyone on campus and meet the needs in a timely manner.

With that being said, this policy will assist us in carrying out all of the setup and events on campus.

<b>ON Campus Events</b>	<b>Amount of Notice:</b>
20 chairs and/or 5 tables	3 working days in advance
20-90 chairs and/or 15 tables	1 week in advance
Greater than 20-90 chairs and/or 15 tables	no less than 3 weeks in advance
<b>OFF Campus Events:</b>	<b>Amount of Notice:</b>
Any event less than 90 chairs and/or 15 tables	1 week in advance
Any event more than 90 chairs and/or 15 tables	no less than 3 weeks in advance

Campus services should also be contacted for the following considerations: extra trash cans, trash removal, and restroom cleaning (large events).

# CATERING:

## BON APPETIT

Bon Appetit: <http://wabash.cafebonappetit.com/> email: [Catering@wabash.edu](mailto:Catering@wabash.edu)

Number of People	Notice	Dietary restrictions of guests should be sent to Bon Appetit as soon as they are known.
Less than 20 people	2 weeks	
20-49 people	3 weeks	
50-75 people	4 weeks	
over 75 people	5 weeks	

Final guarantee is due 3 days before the event. Past that date, billing is set at the guaranteed amount.

# TECHNOLOGY NEEDS: WABASH AV SUPPORT

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For audio-video needs please contact  
[avsupport@wabash.edu](mailto:avsupport@wabash.edu)  
as far in advance as possible.



# IT IS YOUR RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS WITH SUPPORT SERVICES

Failure to provide sufficient time to meet events needs  
can result in the delay or cancellation of an event.

# YOU SHOULD RECEIVE 2 EMAILS

The following event request has been submitted for review. Depending on the complexity of your event, approval may take several days, particularly if you have indicated a need for travel arrangements, technology support, or food service. Once the event has been approved, you will receive a confirmation email, along with additional information to help with planning your event.

Event: Event Scheduler Test Event

Sponsor: 0 - Event Scheduler

Event number: 104493

Contact: Violet Bengé [bengev@wabash.edu](mailto:bengev@wabash.edu) 765.361.6290

[http://www.wabash.edu/scheduler/eventDetail.cfm?event\\_ID=104493](http://www.wabash.edu/scheduler/eventDetail.cfm?event_ID=104493)

## **ACTIVITY TIME(S) and LOCATION(S):**

Event Scheduler Test Event

Date: 01/29/20, 08:00 AM - 01/29/20 05:00 PM

Location: Chapel Chapel

The following event has been APPROVED. This message contains important information that will help with planning your event.

Event: Event Scheduler Test Event

Sponsor: 0 - Event Scheduler

Event number: 104493

Contact: Violet Bengé [bengev@wabash.edu](mailto:bengev@wabash.edu) 765.361.6290

[http://www.wabash.edu/scheduler/eventDetail.cfm?event\\_ID=104493](http://www.wabash.edu/scheduler/eventDetail.cfm?event_ID=104493)

## **ACTIVITY TIME(S) and LOCATION(S):**

Event Scheduler Test Event

Date: 01/29/20, 08:00 AM - 01/29/20 05:00 PM

Location: Chapel Chapel

This activity has been added to the Wabash event calendar, at <http://www.wabash.edu/calendar>.

# MAXIMIZE PUBLICITY **AFTER YOUR EVENT IS CONFIRMED**

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- Do not publicize event until your calendar submission is confirmed.
- Groups/ Sponsors are responsible for their own publicity.
- Web calendar- Be sure to select this option when submitting your event.
- All Campus Email- 2 emails per event regardless of number of sponsors.
- Posters-Media Center asks for 2 weeks notice to create posters. Cost is \$.70 per 11X17 and \$.35 for 8.5x11.
- Posters are allowed in specific areas, please see the Publicity Guidelines document.
- Social Media- Sponsors may use their own personal social media account to publicize an event.
- Word of Mouth-Spread the word. Ask others to promote your event at their event etc.

# TO REQUEST CHANGES TO AN EXISTING EVENT

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Minor changes may be requested as long as they follow the original scheduling guidelines.

Examples include:

- Moving an event by 15 minutes,
- Updating speaker information
- Updating title

Email Violet with the following event information:

- Date, time, location
- Scheduler or Calendar **Event number**
- Desired adjustments

Major changes may require more time or consideration including:

- Change of date
- Significant time change
- Change of Venue



# A FEW THINGS YOU SHOULD KEEP IN MIND

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## ALWAYS ALWAYS ALWAYS

- **Check with me (Violet) before you confirm a date with a visitor who will do a public event.**
- Contact Support Services in a timely manner.
- Be mindful of the overall balance of the calendar (if one day has several things and other days are empty, try to schedule your activity for the empty days).
- Communicate with other departments where necessary to ensure everyone has their best event.

## NEVER EVER

Assume that your public event  
is not subject to these  
guidelines 😊

# MAKING A ROOM ONLY RESERVATION

## LOG ON TO MY BASH > SCHEDULER

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### ROOM ONLY

[Make A Room-Only Reservation](#)

If you just need a room (or a couple of rooms), won't have an audience, won't be serving food, and don't need tech assistance, publicity, or any other outside services, you can make a room-only reservation. Room-only reservations are primarily used for closed meetings, and not public events. **EXAMPLES:** a department or club meeting, study tables.

# Wabash Scheduler: Schedule an Event


Fill out the form below to make campus reservation.

## Event Summary

Event	<input type="text"/>
Sponsor	<div>-- Select department or organization -- <small>Enter here if not listed:</small> <input type="text"/></div>
Group Size	<input type="text"/>
Notes	<div></div>

## Event Time(s) and Location(s)

Your event can include one or many individual meeting times and locations. Enter each meeting below. If you have more than five, enter the first five on this form, then click "Add more times/locations" to enter the rest.

Location	<div>-- Select Room --</div>		
Description	<input type="text"/> (optional)		
Date	<input type="text"/>		
Time	from <input type="text"/>	AM ▾ to <input type="text"/>	AM ▾ (hh:mm) <input type="button" value="All Day"/>
Setup and Cleanup	Allow <input type="text"/> minutes ▾ for setup and <input type="text"/> minutes ▾ for cleanup		
Repeats	<div>One Time ▾ <input type="button" value="Make Repeating"/> <a href="#">What's this?</a></div>		

Remember to add set up and clean up times

## TO DUPLICATE EVENT

The screenshot shows a web application interface with a form on the left and a help window on the right. The form has fields for Location, Description, Date, Time, and Setup and Cleanup. A blue circle highlights the 'Duplicate Above Entry' button in the first row. A yellow highlight covers the second row of the form. The help window, titled 'Scheduler Help - Google Chrome', displays instructions on how to use the 'Duplicate Above Entry' button.

**Form Fields:**

- Location:** -- Select Room -
- Description:** [Text Input]
- Date:** [Text Input]
- Time:** from [Text Input]
- Setup and Cleanup:** Allow 0 [Text Input] m

**Buttons:** Duplicate Above Entry (circled in blue), What's this?

**Help Window:**

**Scheduler Help**

**Duplicate Above Entry**

To aid in filling out complex events, you can pre-fill a time/location entry with the time and location of the previous entry. Click this button and the location, date, time, and other information will be filled out. You can then change the information as necessary for this time/location. For example, suppose you have an event that includes meetings on the same date and the same time, but in three different rooms. You can:

1. fill out the complete information for the first meeting.
2. Click the "Duplicate Above Entry" button in the area for the 2nd meeting. All fields will be automatically filled out as for the first meeting.
3. Change the location for this meeting.
4. For the 3rd meeting, repeat steps 2-3.

**close**



# FINISHING UP...

[Add More Time/Locations](#)[All Done - Review](#)

## Wabash Scheduler: Schedule an Event

### Review

Your reservation is shown below. Please review it carefully. If correct, click the "submit reservation" button below to turn in your reservation request. If you need to change your reservation, you can click the "make changes" button below to continue creating your reservation. If you no longer want to make this reservation, you can [cancel this request](#).

### Event Summary

**Event** Testing  
**Sponsor** Scheduler Training  
**Group Size**  
**Notes**

### Event Time(s) and Location(s)

Sat 8/20/16	6:00am - 8:30am	Detchon Center 112 Classroom*
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Here are some other events scheduled for that day:

Event	Start Time	Location	Status
Freshman Orientation Set-up	20-Aug-16 12:00 AM	Classroom 216	Approved
Football Team Camp	20-Aug-16 12:00 AM	Great Hall GH	Approved
FO-Student meeting room M.Raters	20-Aug-16 12:00 AM	Classroom 301	Approved
Freshman Saturday	20-Aug-16 12:00 AM	Class of 1998 Student Lounge	Approved
Freshman Saturday	20-Aug-16 12:00 AM	Knowling Fieldhouse	Approved
Freshman Saturday	20-Aug-16 12:00 AM	Classroom (entire room) 134	Approved
Freshman Saturday	20-Aug-16 12:00 AM	Billings Conference Room	Approved
FO-Parent Meeting room C.Benedicks	20-Aug-16 12:00 AM	Goodrich Room	Approved
FO- Student Meeting room C. Benedicks	20-Aug-16 12:00 AM	Media Center Classroom	Approved
FO-Parent Meeting room J.Brown	20-Aug-16 12:00 AM	Classroom 319	Approved
FO-Student Meeting room J.Brown	20-Aug-16 12:00 AM	Classroom 321	Approved
FO-Parent Meeting room E.Freeze	20-Aug-16 12:00 AM	Center Hall Lounge 206	Approved

[Make Changes](#)[Submit Reservation](#)

The following room reservation is CONFIRMED:

Event: Testing  
Sponsor: Scheduler Training  
Group Size:  
Notes:  
Event number: 80229

[http://www.wabash.edu/scheduler/eventDetail.cfm?event\\_ID=80229](http://www.wabash.edu/scheduler/eventDetail.cfm?event_ID=80229)

Event Time and Location:  
8/20/16, 6:00am - 8:30am  
Detchon Center 112 Classroom

Reservation Contact Information:

Name: Violet Mayberry  
Phone: 765.361.6290  
Email: [mayberrv@wabash.edu](mailto:mayberrv@wabash.edu)

# IMPORTANT RESOURCES

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- Calendar: [www.Wabash.edu/calendar](http://www.Wabash.edu/calendar)
- Scheduler: [www.Wabash.edu/scheduler](http://www.Wabash.edu/scheduler)
- Policies and Procedures: [www.Wabash.edu/scheduler/policies.cfm](http://www.Wabash.edu/scheduler/policies.cfm)
- Violet's email [bengev@Wabash.edu](mailto:bengev@Wabash.edu)
- Violet's extension 765-361-6290

## SCHEDULING AND EVENT PLANNING

Campus Events Scheduling, General Policies and Procedures

Faculty and Staff Event Planning

Event Planning Help Chart

Event Planning Booklet for Students

Student Event Planning Slideshow