

STETSON
UNIVERSITY

DeLand Campus Event Request

Event Manager Guide

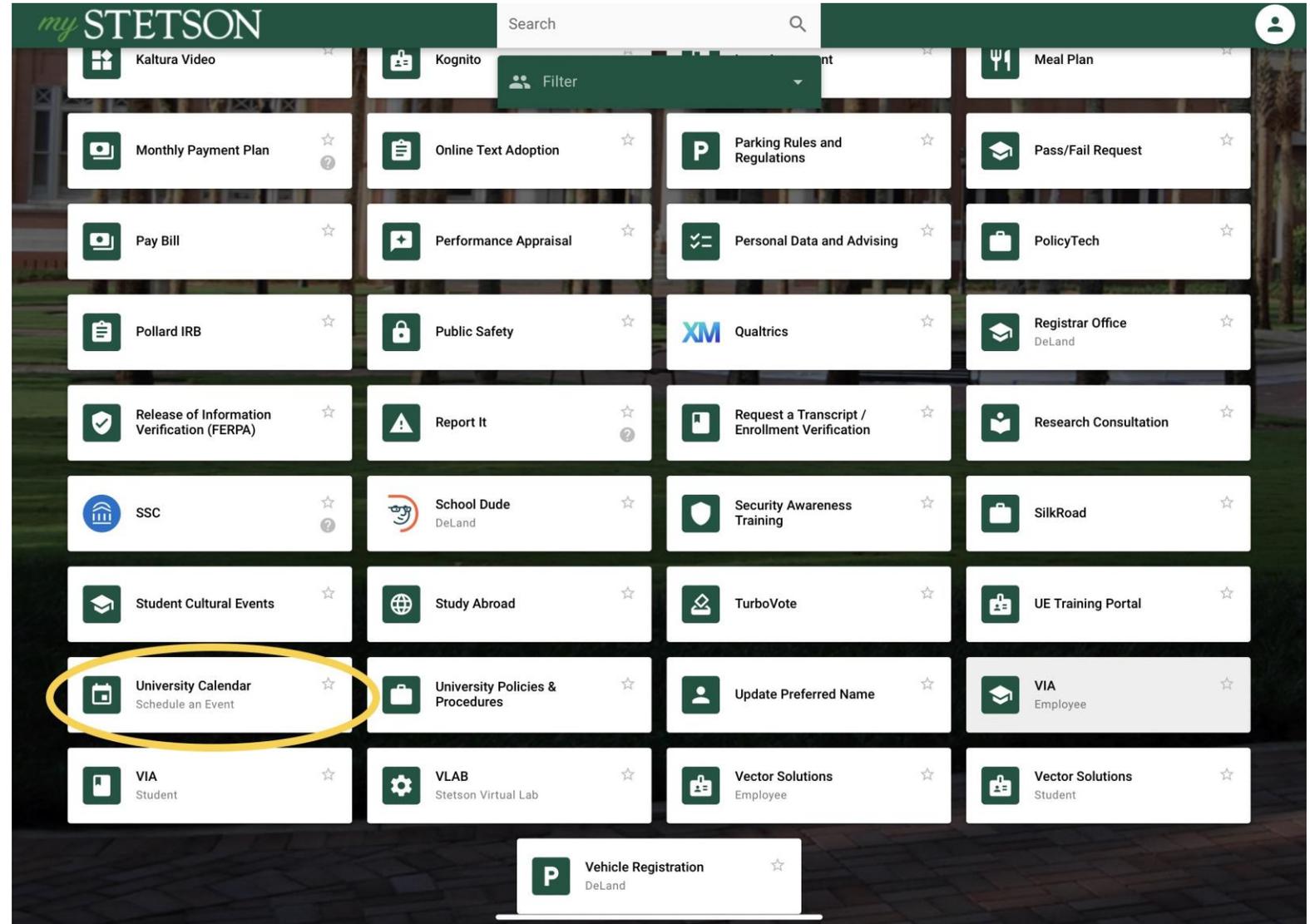
Step One

- Log in to MyStetson

- Click “University Calendar”

If you are unable to access your MyStetson account, go to:

[CALENDAR.STETSON.EDU](https://calendar.stetson.edu)



Step Two

Select
“DELAND CAMPUS”

Stetson University / Calendar of Events

- Calendar of Events
- Calendar FAQ
- Calendar Contacts



Calendar of Events

Stetson University has a vibrant and diverse community that is rich in events. There is always something going on throughout campus for you to get involved! Both the DeLand and Gulfport campus calendars below provide all of the events and happenings on campus throughout the school year that take place on your designated campus. You are also able to set personal reminders for events, and you can submit a request for an event of your own!

Take a moment to check out all of the events happening on your campus today.

DELAND CAMPUS | **GULFPORT CAMPUS**

Step Three

Select “REQUEST EVENT” at the top right of the page. This will take you to the online form you need to complete to request a practice room or classroom.

This form would be used to request any reservable space on campus.

The screenshot shows the Stetson University website header with the 'REQUEST EVENT' link circled in yellow. Below the header, there are four event cards for 'THE BONE WARS: Museums, Fossils, and National Identity'. The main content area displays the date 'FRIDAY, AUGUST 25, 2023 - SUNDAY, SEPTEMBER 24, 2023' and features two event listings: 'Gallery DuPont Exhibition' and 'Into the Bowl: Curating Toiletpaper Magazine'. Each listing includes a date, location, and a 'DETAILS' button. A 'SHARE IT' section with social media icons and a 'SUBSCRIBE' section with RSS and social media icons are also visible.

STETSON UNIVERSITY DELAND CAMPUS

CATEGORIES CULTURAL CREDITS **REQUEST EVENT** REQUEST EQUIPMENT FAQs

THE BONE WARS
Museums, Fossils, and National Identity
Cultural Credit - The Bone Wars: Museums, Fossils, & National Identity

THE BONE WARS
Museums, Fossils, and National Identity
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THE BONE WARS
Museums, Fossils, and National Identity
Cultural Credit - The Bone Wars: Museums, Fossils, & National Identity

VIEW TYPE: [Icons] < VIEW BY: NEXT 30 > Q SEARCH

FRIDAY, AUGUST 25, 2023 - SUNDAY, SEPTEMBER 24, 2023

Gallery DuPont Exhibition
This exhibition will showcase art by a recent Stetson alum, Sam Bermann.

Friday, August 25, 2023
All Day (ET)

duPont-Ball Library,
Gallery Dupont
134 E Minnesota Ave
DeLand FL 32723

DETAILS

[View Full Schedule](#)

Email Remind Favorite Add to Calendar

Into the Bowl: Curating Toiletpaper Magazine
An exhibition curated by Stetson alumni Lily Paternoster, Hallie Martin, and Mario Saponaro

Friday, August 25, 2023
All Day (ET)

Hand Art Center, Main
Hallway

DETAILS

[View Full Schedule](#)

SHARE IT

SUBSCRIBE

Step Four

Fill out all required sections with your contact information.

Include an event name and summary of activities for the request.

If your event name is vaguely named (i.e., *Practice* or *Rehearsal*), please also include your first and last name in the event name.



DeLand Campus Event Request

Contact Information

Full Name*

*

Enter full name

Phone*

*

(555) 555-5555

Extension

Email*

*

email@address.com

Event Details

Event ID: 843526

Event Name*

*

Enter event name

Summary*

*

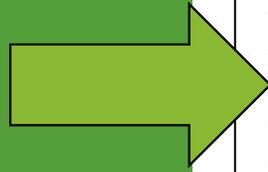
Tell people about your event in a few sentences. This is what will show in search results.

Step Five

Type the room you are looking to reserve in the *Locations You've Selected* box (i.e., type "112" or "Tinsley" to find either Room 112 or Tinsley Hall).

If you want to book a recurring weekly event, select your day and time, and then click the "Repeat Weekly" option above the calendar view.

PLEASE NOTE! When you click a time slot, it automatically defaults to a one-hour slot. If you desire a longer or shorter time, click to edit or drag the bottom of the box to extend or shorten the time.



EvM Create an Event [Home](#) > [Event Creation Forms](#) > [Submission Form](#) Site: [DeLand Campus](#)

Location & Time

Choose by [Location](#) ▾

Search & Select Locations *

Locations You've Selected:

🔍 Start typing to search ▾ [ADVANCED SEARCH](#)

☹️
No Locations selected.

[+ Add a Custom Location](#)

All Day

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) ▾

Public Event ▾ ?

Setup: 0 min ▾ ?

Breakdown: 0 min ▾ ?

2019 > September > 18th < >

6am	
7am	
8am	
9am	
10am	10:00 am - 11:00 am 🗑️
11am	
12pm	

Book Availability

Repeat Weekly

an Available Date

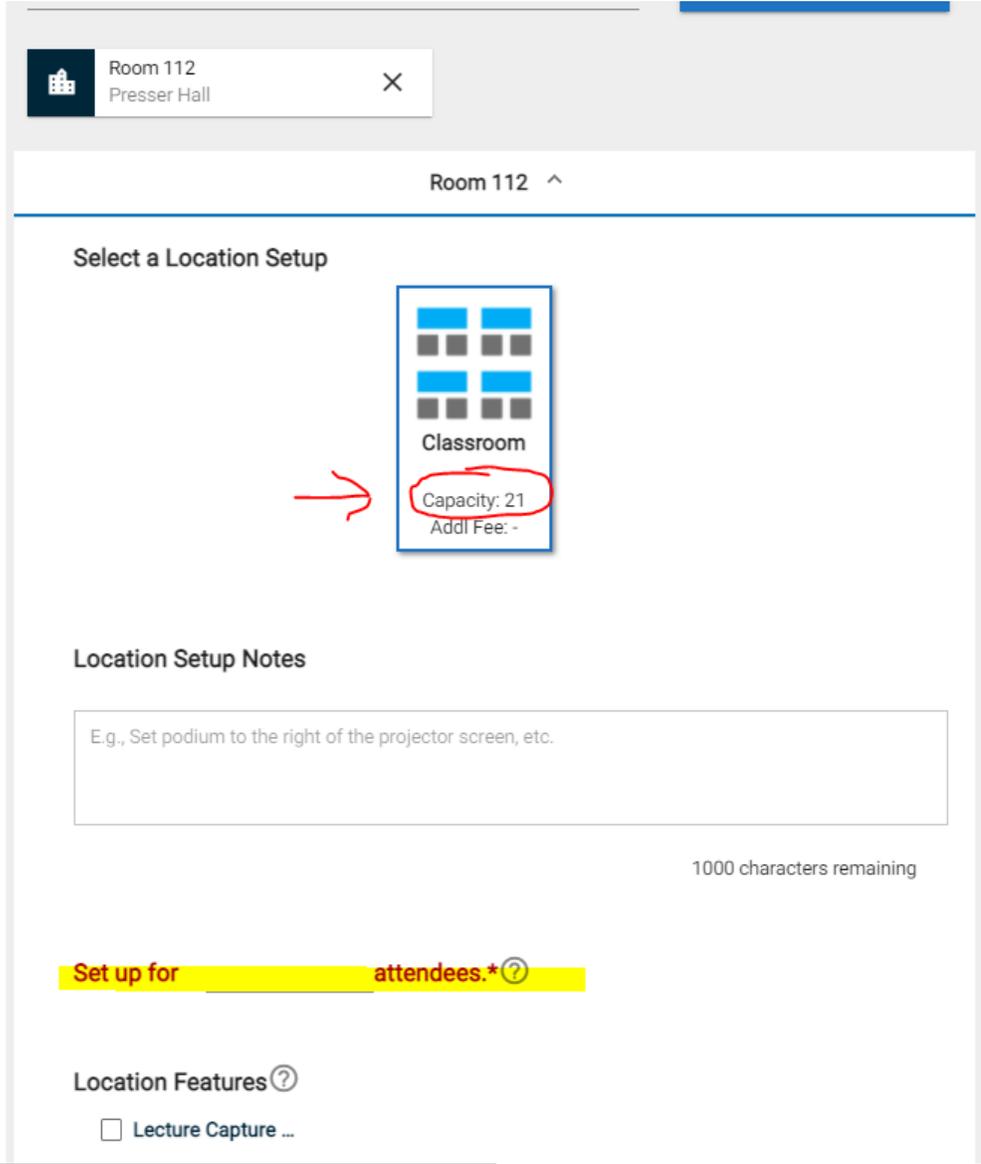
September < >

W	T	F	S
04	05	06	07
11	12	13	14
18	19	20	21
25	26	27	28
02	03	04	05

Step Five, continued

Input the total number of attendees expected; the total cannot exceed the room capacity.

This set up number does not have to be exact, use your best guess.



Room 112
Presser Hall

Room 112 ^

Select a Location Setup


Classroom
Capacity: 21
Addl Fee: -

Location Setup Notes

E.g., Set podium to the right of the projector screen, etc.

1000 characters remaining

Set up for attendees.*?

Location Features?

Lecture Capture ...

NOTE:

ALWAYS MARK
YOUR EVENT
AS A
PRIVATE
EVENT!

If your request is public, it will publish to the university event calendar inviting everyone to view your event.

Location & Time

Choose by Date & Time ▾

Check Availability

- Choose Dates
 Repeat Weekly

Choose an Available Time

2021 > August > 11th < >

2am
3am
4am
5am
6am
7am

- All Day (All Open Hours) ⓘ
- Do not publish the end date/time ⓘ
- This is a Featured Event ⓘ
- Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) ▾

Private Event ▾ ⓘ

Setup: 0 min ▾ ⓘ

Breakdown: 0 min ▾ ⓘ

You must choose a date and time.

Locations Available For The Selected Date & Time *

NOTE:

If your requested time overlaps with an event already reserved – this means the space is NOT available!

It is crucially important that you do NOT double book over a time that already is reserved. If you do, your request will be denied.

The screenshot shows a booking interface with a sidebar on the left containing menu items: EVENT DETAILS, LOCATION & TIME, CATEGORIES & KEYWORDS (highlighted), ADDITIONAL INFORMATION, and PICTURES & ATTACHMENTS. A red arrow points from the 'PICTURES & ATTACHMENTS' item to a calendar view. The calendar is titled 'Check Availability' and has two radio buttons: 'Choose Dates' (selected) and 'Repeat Weekly'. Below this is a date selector showing '2019 > September > < >'. The calendar grid shows time slots from 8am to 2pm. A blue block representing a reservation is shown from 8:30 am to 10:30 am, with a trash icon and the word 'Reserved'. A red arrow points to this reservation block with the text 'Not available for entire time requested'. To the right of the calendar are 'Multiple-Day Options' with checkboxes for 'All Day', 'Do not publish the end date/time', 'This is a Featured Event', and 'Specify Publish Date/Times'. Below these are time zone settings '(UTC-05:00) Eastern Time (US & Canada)', a 'Private Event' dropdown, and 'Setup' and 'Breakdown' fields, each with a '0 min' dropdown.

Step Six

Under *Categories & Keywords*, type *School of Music* as your category.

Keywords are not mandatory; you can leave this blank.

EvM

Create an Event

🏠 > Event Creation Forms > Submission Form

STETSON
UNIVERSITY

DeLand Campus Event Request Form

CONTACT INFORMATION

EVENT DETAILS

LOCATION & TIME

CATEGORIES & KEYWORDS

ADDITIONAL INFORMATION

PICTURES & ATTACHMENTS

Categories & Keywords

Category *

🔍 Start typing or use dropdown to choose a category

Keywords

Type a keyword (e.g. Home, Away, etc.) and hit Enter

Step Seven

Answer ALL the *Additional Information* questions.

Make sure you check the box next to “I agree to the Terms and Conditions” at the bottom of the page.

Submit your request.

Create an Event [Home](#) > Submission Form Site: DeLand Campus

Additional Information

Will you need event support equipment (e.g., chairs, tables, trash cans, etc.)?*

No.

Yes, I will submit a request at least 10 days prior to my event. Form: <https://stetso.nu/SYmdb>

Will external contractors be hired (e.g., photo booth, staging, tents, etc.)?*

No.

Yes, for each vendor, a contract and certificate of insurance will be completed as well as any additional permitting for tents and food trucks.

Will event location technology be utilized?*

No.

Yes, I plan to use the existing technology at the location on my own.

Yes, IT support or additional technology is needed. I will contact IT Support (support@stetson.edu) at least 72 hours prior to my event.

Will food and beverage be offered?*

No.

Yes, provided by Chartwells Catering.

Yes, provided by off-campus catering or a contracted specialty food vendor.

Yes, provided by individuals in my department or organization.

Will alcohol be served?*

No.

Yes, I will submit a request at least 10 days prior to my event. Form: <https://stetso.nu/Nn2KJ>

*Required

I agree to the [Terms and Conditions](#).*

Once you have submitted the request:

- Requests for a classroom, Tinsley or Feasel, are directed to Elise Torres for review, jtorres19@stetson.edu.

- Requests for Lee Chapel, are directed to Maddie Bryant for review, maddie.bryant@stetson.edu.

- If you have requested a third-floor practice room, your request will auto approve. You now have the space reserved, and nothing further is needed.

You will receive an email once your request is approved.

🏠 > Submission Form

Maddie Bryant Site: DeL

Your event has been submitted. Have a great day!

✓ OK

+ CREATE A NEW EVENT