Saint Xavier
UNIVERSITY

www.sxu.edu

CALENDAR EVENT POLICIES AND PROCEDURES

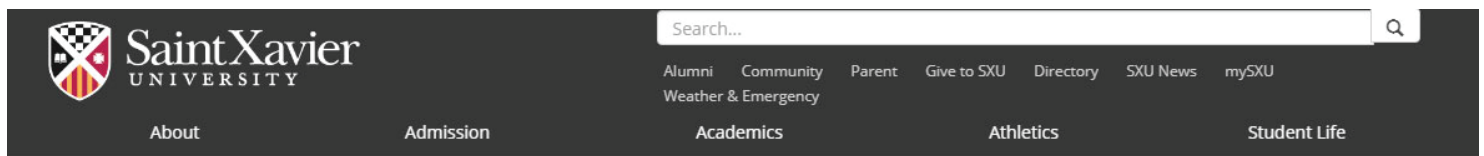# CALENDAR EVENT POLICIES AND PROCEDURES

The Saint Xavier University Calendar serves as an all-encompassing calendar of events for the campus. Members of the SXU community are welcome to contribute their upcoming events to this online calendar using the instructions below. Through the SXU Calendar, you can search for specific events, by date and/or event category.

Please note that submitting this request does not reserve your room location nor should be deemed as a submission request to be posted on the mySXU portal.

- **Prior to submitting to the calendar request, all locations must be reserved through 25Live (25live.collegenet.com/sxu), the system used for room reservations and event scheduling.**

- **Portal announcements should be submitted through the Campus Announcement/Event Announcement Form on mySXU.**

STEP ONE: FINDING THE CALENDAR

Go to **www.sxu.edu/calendar**. From this home page, you will see a link on the left navigation, "Submit Event."

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STEP TWO: COMPLETING THE REQUEST

Complete each field with as much detail as you can provide. All content submitted will be edited for sentence structure, grammar and AP Style.

EVENT DETAILS
- **Your Contact Information** – The contact information you provide in this section is seen only by personnel in Media Relations. You will be asked later in the form to provide contact information for the event, which may direct to a department or organization.

- **Title** - The title of the event.

- **Description** - A description of the event. Please describe who should be interested in this event and what they might find if they were to attend. Example:
  - Open to all, participants of the 22nd Annual SXU Golf Classic will enjoy 18-holes of golf, continental breakfast, lunch on course, beverages, reception and dinner with a comedy show, all while raising funds for student scholarships!

- **Cost** - A plain text description of the cost to attend the event. Examples of a valid input include:
  - $5 -- A standard (USD) price description.
  - $5 in Advance; $10 on Day of Event -- A custom (variable) price description.
  - 1 Paperback Book Donation -- A custom donation fee.
  - Please Note: Longer cost descriptions will not display in the cost field. In these cases, include the cost in the event description. Example:
    - $6 for general admission; $5 for senior and military; FREE for all SXU students, faculty and staff with an ID and prospective students.

DATE AND TIME
- **Event Date** - The date on which the event occurs.

- **Start Time and End Time** - Time when the event begins and ends. Event time is optional; however, Media Relations may not approve the event until proper times have been confirmed.

- **Override Times/All Day Event** - Optional setting that disables start and end times.

- **Recurrence** - Check this checkbox if you wish to create a recurring event. This will activate the recurrence options and allow you to enter your recurrence criteria. To confirm that your recurrence settings will match all the desired dates, click "Click Here to Confirm Dates," and you will see a list of dates the current recurrence will add the event for.

CALENDAR EVENT POLICIES AND PROCEDURES

REGISTRATION

For events with limited seating and availability, add a message at the bottom of the form in the section titled, "Message for Administrator" or email newsroom@sxu.edu to create a registration form.

Per the Web Policies and Procedures:
When requesting an online registration form, please include all the information you are trying to collect, i.e. name, address, phone number, email, number of attendees, additional questions, etc. We also ask that you provide content for the form (if applicable) and the contact person(s) to receive notification emails once the form is in use.

Media Relations will let the requestor know whether or not a form request can be completed. We do not create forms that fundraise for teams, clubs or organizations. If you have questions about fundraising, please contact University Advancement at advancement@sxu.edu.

Please Note: *Online registration forms can take up to at least two weeks. If payment is being included, the process can take up to four weeks. To request online registration and payment forms, please contact newsroom@sxu.edu.*

EVENT CATEGORIES

Select an event category that describes the nature of your event. You may select multiple categories if you find that your event is suited for multiple categories. The list of current categories includes:

- Academic
- Admission
- Alumni
- Art and Music
- Athletics
- Career Services
- Health and Wellness
- Student Activities

If you do not see an appropriate category for your event, please select "Student Activities" and leave a message at the bottom of the form in the section titled, "Message for Administrator," or email newsroom@sxu.edu to allow Media Relations to assign the appropriate category at our discretion.

LOCATION INFORMATION

To add the location of your event, you may use the Name Search feature that contains pre-approved locations. If you cannot find the desired location from the search, complete the required fields, including: name, address, city, state and zip code.

EVENT CONTACT INFORMATION

This contact information is what potential attendees will use to find out more information about the event. The name, email, phone number and website may direct to the hosting department or organization. Please note that the phone number and website are not required fields.

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STEP THREE: SUBMITTING THE EVENT

If you do not fill in all required fields, you will be redirected to the field that needs information.

Your Contact Information (Administrative Use Only)

Name: Enter your name.

Email:

! Please fill out this field.

Event Detai

Title: Enter the title of your event.

Description:

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STEP FOUR: SUBMISSION APPROVAL

Media Relations staff will review all event submissions before they appear live on the calendar. The approval process may take 24 to 48 hours unless special circumstances should arise. These circumstances may include: an inadequate description, time or date, the creation of a registration form or other technical issues.