

Need help planning your JBU event?

The information below is a great place to get started. This document helps detail the following:

- How to submit an Event Request Form (ERF)
- How to reserve a room on Outlook
- How to reserve Simmons Great Hall

For further information or questions please contact the Events office at events@jbu.edu

EVENT REQUEST FORM PROCESS

All meetings and events should be scheduled through the Office of University Events. Contact the office to determine room availability and submit a completed event request form available at <https://requests.jbu.edu/events/>.

- It is important to fill out an Event Request Form (ERF) if you need anything besides a room for your event (ie. Tables, trash cans, etc.).
- ERFs are REQUIRED for reserving a table in Walker Student Center or Kresge Dining Hall.
- ERFs are found on the EagleNet home page under My EagleNet Resources. The link is called “Event Request Form.” Fill out the form completely, including all information for Facilities Services, Technology (AVL), Catering, Work Requests, and Additional Requests for the Events Office



- Note: Any trashcan needs for outdoors are listed under “Work Requests.”
- If you need to edit any ERFs that you have submitted, please email the Events Office at events@jbu.edu instead of submitting a new ERF. Only the Events Office has the administrative privileges to edit ERFs previously submitted by JBU faculty, staff, and students. Submitting a new ERF

causes confusion for the Events Office because there would be two ERFs for the same event with different information.

Event Request Forms should be submitted at least six (6) days prior to your event. We cannot guarantee the processing or completion of your event if ERFs are received after that time.

OUTLOOK ROOM REQUEST PROCESS

(JBU users with Microsoft Outlook access only)

If you are only needing a room (and are requesting nothing else be done) you may schedule this through the Meeting Request feature in Microsoft Outlook whether you need event services (set-up, media, catering) or not.

If your event does not require event services, simply complete a meeting request inviting that room. Please see special instructions for reserving Simmons Great Hall on the Simmons Great Hall Reservation Process document.

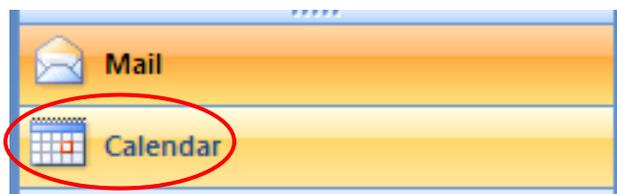
If you do require event services, you will need to submit an Event Request Form (ERF) on EagleNet at <https://requests.jbu.edu/events/>.

Event Request Forms should be submitted at least six (6) days prior to your event. We cannot guarantee the processing or completion of your event if requests are received after that time.

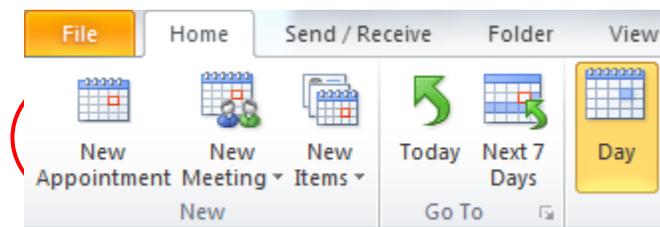
See below for detailed instructions on how to complete meeting requests through Microsoft Outlook.

Completing a Meeting Request in Microsoft Outlook (instructions for Outlook 2010)

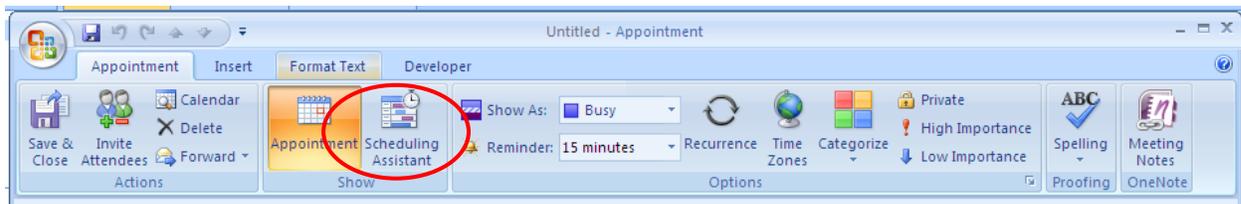
1. In Outlook, click on **Calendar** (bottom left of your outlook window)



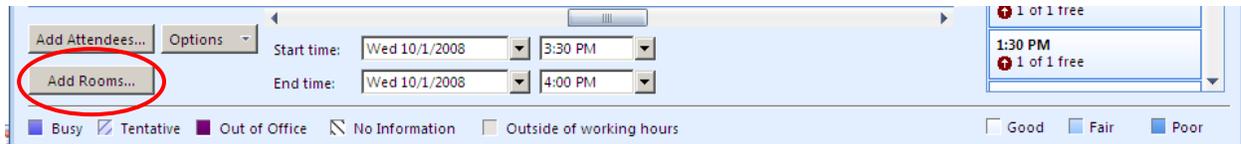
2. Click **New Meeting** (if you have other calendars open in outlook, **make sure that your calendar is selected** by clicking anywhere on that calendar).



3. Click on **Scheduling Assistant**

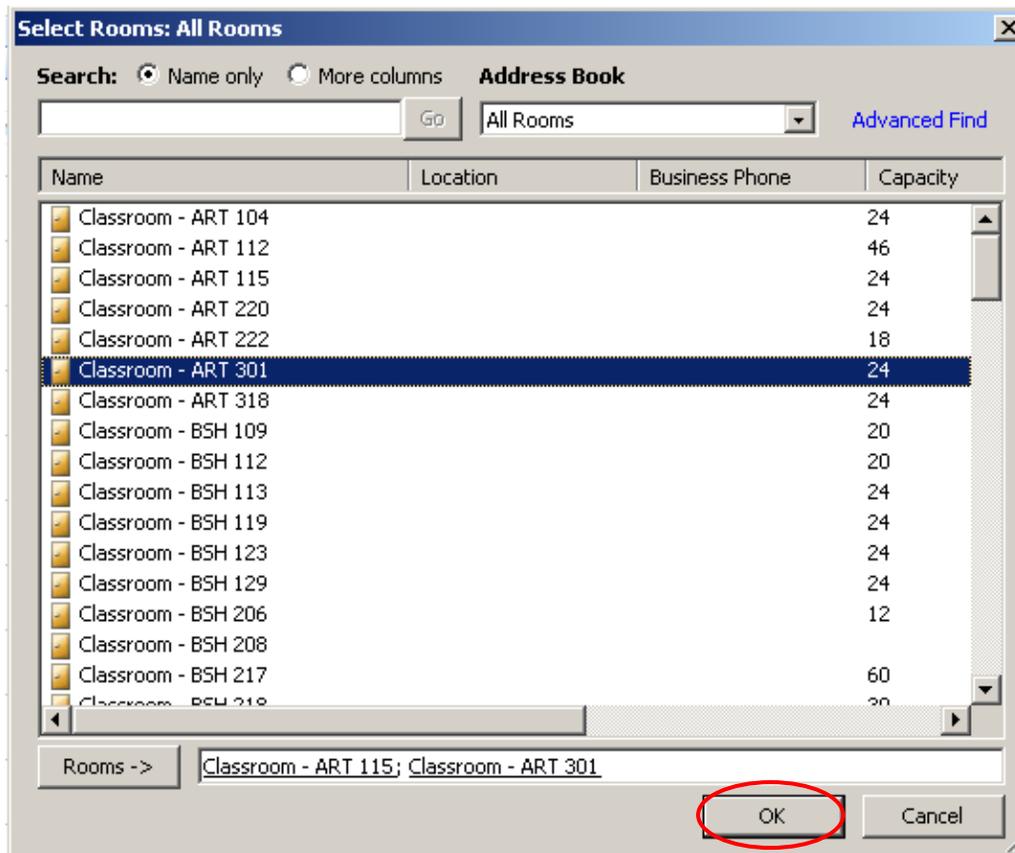


4. Click the **Add Rooms** button in the bottom left corner of the window.

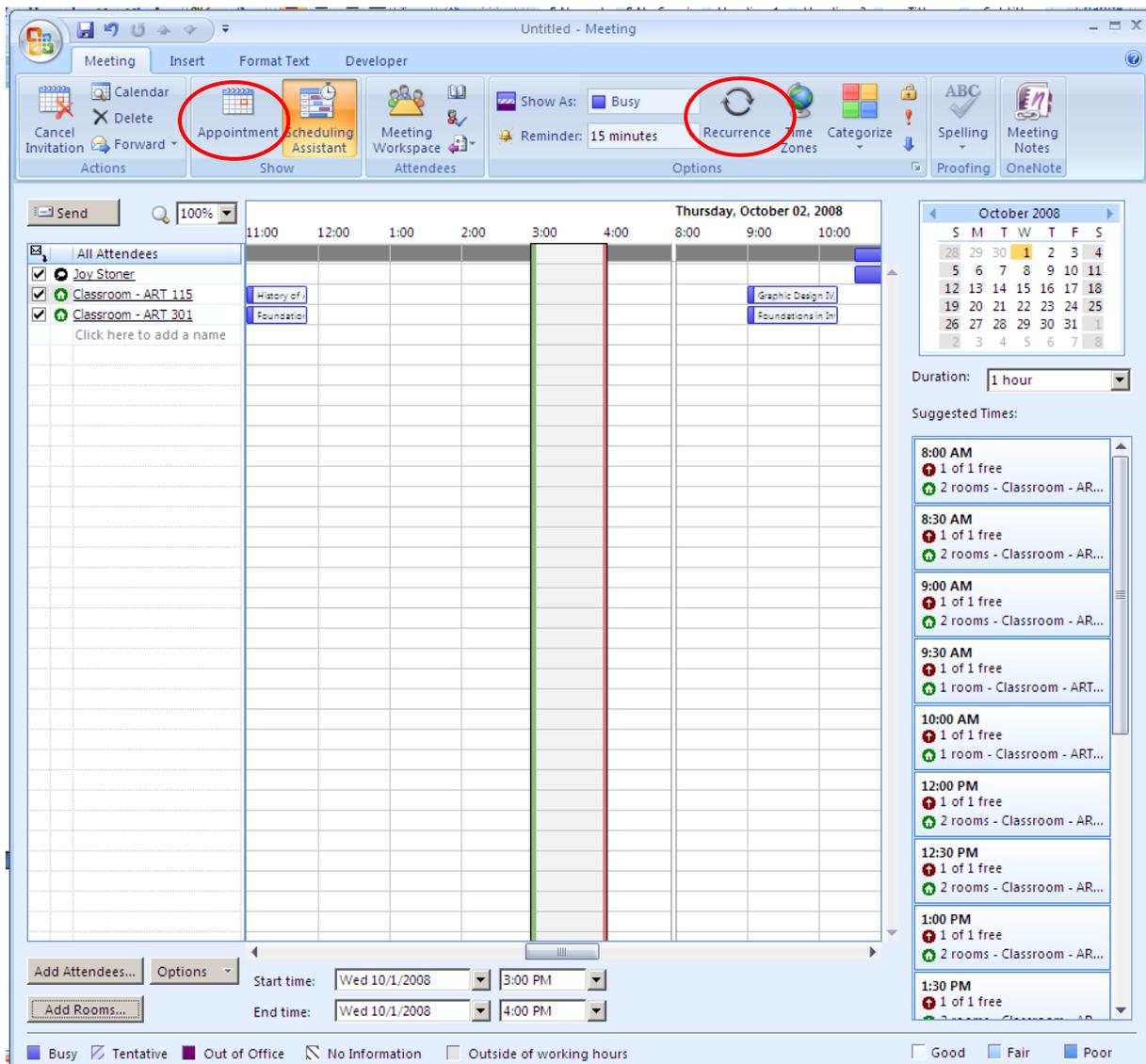


5. In the pop-up window, **select your room(s)** you would like to use by double-clicking on the room name and click **OK**. For a complete list of rooms available for your event by building and by capacity, please contact University Events at 7415 or events@jbu.edu.

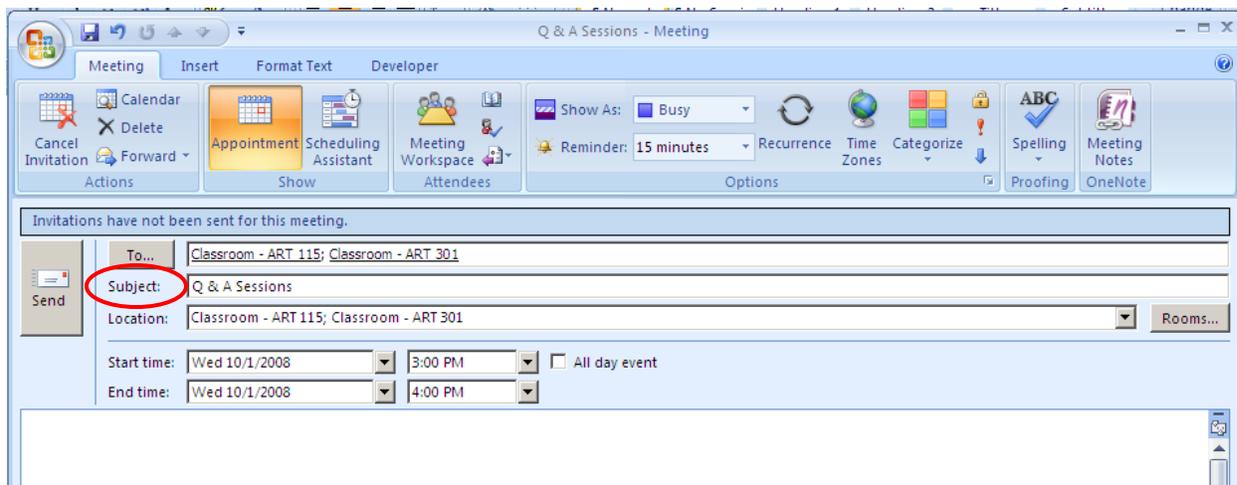
*If the room you would like to request is not available in the dropdown, please contact the Office of University Events at 7415 or events@jbu.edu for availability.



6. **Select your desired date and time** to check room availability. If room is available, click **Appointment**. If your meeting happens on a regular basis, you can schedule all your meetings at once by clicking the recurrence button.
(You may also choose to invite others to your meeting at this time by typing their names directly into the attendees column on the left.)



7. **Fill subject field** and any other information in the body of the request if you would like.



8. **If you do not need event services** (set-up, media, catering), **press send**. You will receive confirmation of your meeting request.

If you do need event services (set-up, media, catering), **fill out an Event Request Form (ERF)** on Eaglenet at <https://requests.jbu.edu/events/> prior to sending in your room request through Outlook. An ERF can also be found on the EagleNet home page. You may attach any additional documents such as diagrams to the ERF.

SIMMONS GREAT HALL RESERVATION PROCESS

When planning an event in the Simmons Great Hall (SGH), it is important to be in contact the Events Office first to make sure the room is available. Below are the steps in the reservation process to ensure accurate communication with the Events Office and the rest of the JBU campus:

1. Contact the Events Office through email: events@jbu.edu to see if SGH is available.
2. Submit an Event Request Form on EagleNet. See the Event Request Form Process document for instructions.
3. Send the Events Office a room request through Outlook for the SGH. See the Outlook Room Request Process document for instructions.
 - ⇒ When sending a room request for SGH, it will help avoid confusion to indicate in the message part of the email which section of SGH (A, B, C, AC, or ABC) you need. This way the Event Request Process (ERF) and the Outlook room request locations match.