Online Reservation Form

The Online Reservation form is where VSU faculty and staff reserve resources for campus events.

To access the form, from the VSU website:

Select: A-Z Index in the upper right corner of the home page

Select: E

Select: Event Services

Select: Click Here to Login

Enter: Your BlazeVIEW username and password

Select: Login

Select: Your name from the contact list
Select: Department you are requesting the event for

Select: Yes/No to Event requiring an on campus space or resource assignment

Note: If your event is more of a notification and does not require setup, please select No

Select: Request Event

Note: If you selected yes, the next screen appears. If you selected No, you will only see the Basic Information and Dates and Times section for University Announcements.

Enter: Appropriate information into the form
Basic Information

In order for your event to submit successfully, it is important that you not use any Double Quotes ("), greater than (>), less than (<), or plus (+) symbols in any text field on this page.

- Event Name

0 of 40

- Publish Event to the Web

If this box is checked, the event will be published on the YSU Web-Based Calendar.

- Event Description

0 of 1000

Please note: The description you provide will be visible to all who view the event on the web calendar and can include web and email addresses.

- Event Type (Please Select)

- Event Categories

- Breakfast/Luncheon
- Camp
- Campus Activities Board
- Ceremony
- Collection Drive/Blood Drive
- Dance
- Dinner
- Election
- Exhibit
- Game
- Information Fair
- Information/Display Table
- Meeting
- Movie
- Pageant
- Performance
- Practica
- Presentation/Speaker
- Reception/Social
- Registration
- Rehearsal
- Run/Walk
- Seminar
- Special Academic Request
- Step Show
- Tailgate/Cookout
- Test
- Tour
- Tournament
- Training/Workshop

- Head Count

Dates and Times

- Pre-Event Access Date and Time
- Event Start Date and Time
- Event End Date and Time
- Post-Event Access Date and Time

Additional Dates

Add Additional Date

Selected Additional Dates (Click on a date to remove it)
Select: Next

If you do not want an image to be displayed with your event on the VSU Master Calendar:

Select: No

Select: Accept Choice
If you would like an image to be displayed with your event on the VSU Master Calendar:

Select: Yes

Select: Browse

Select: Appropriate image

Select: Yes to reading the VSU policies on uploading pictures

Be sure the image is .png or .jpg and make sure there are no spaces in the filename.

Select: UPLOAD

Note: Image filename cannot include a space. If a space appears in the filename you will receive the error below:

ORA-01403: no data found

Error ERR-1021 Unable to run "function body returning boolean" validation.

OK

Once the image is uploaded:

Select: Accept Choice
Below is your summary page. Please review this page and make any necessary changes.

**Basic Information**

Event Name: Test Event  
Organization: INFORMATION TECHNOLOGY  
Posted to the Web: Yes  
Event Description: Test Event Description  
Type of Event: Entertainment  

Event Category(s):  
Test  

Head Count: 20  

**Dates and Times**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Event Access Date and Time</td>
<td>12/03/2012 02:00 PM</td>
</tr>
<tr>
<td>Event Start Date and Time</td>
<td>12/03/2012 02:15 PM</td>
</tr>
<tr>
<td>Event End Date and Time</td>
<td>12/03/2012 02:30 PM</td>
</tr>
<tr>
<td>Post-Event Access Date and Time</td>
<td>12/03/2012 02:45 PM</td>
</tr>
<tr>
<td>Additional Dates:</td>
<td>04-DEC-2012</td>
</tr>
<tr>
<td></td>
<td>05-DEC-2012</td>
</tr>
</tbody>
</table>

**Location, Food, Resources, and Other Information**

Requested Locations:  
Primary Location: UCLink Oak/Conference Rm  
Alternate Location: UC Cypress Room  

Room Setup: Empty ROOM  
Space Requirements:  
2 chairs  

**Requested Resources**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Podium-FLR</td>
<td>1</td>
</tr>
</tbody>
</table>

Alcohol Service: No  
Food Service: No
Is the planned event a fundraiser: No
Will there be a band or music played at the event: No
Will your event have any visitors who will need to log in to VSU’s wireless network, who do not have VSU login information: No
Additional Event Comments:

You should receive a copy of this request in your VSU Email. If you fail to receive an email, please contact the following office.
Please remember, do not advertise for your event until after you have received a confirmed Event Contract.
You will be contacted via email within the next 3 to 5 business days regarding your request.

Thank You
VSU Event Services
229-333-6998

Event Image Preview

Submit Event
By submitting this Event Reservation Request, as representative of the sponsoring organization, I have read, understand, and agree to abide by the policies pertaining to the use of campus facilities for the event(s) specified on this form. I understand that submission of this request does not guarantee approval of my event. Event space and resources are not confirmed until you receive a confirmed Event Contract.

☐ I have read and understand the above statement

Submit Event Request  Edit Event Information

If everything is correct:

Select: Check the box to agree with the terms and conditions

Select: Submit Event Request

You will receive an email confirming your request and the appropriate office will contact you for event confirmation.
Select: Logout (top right) or

Select: Click here to Begin a New Event Request

If you have any questions or problems please contact Event Services at facility@valdosta.edu.