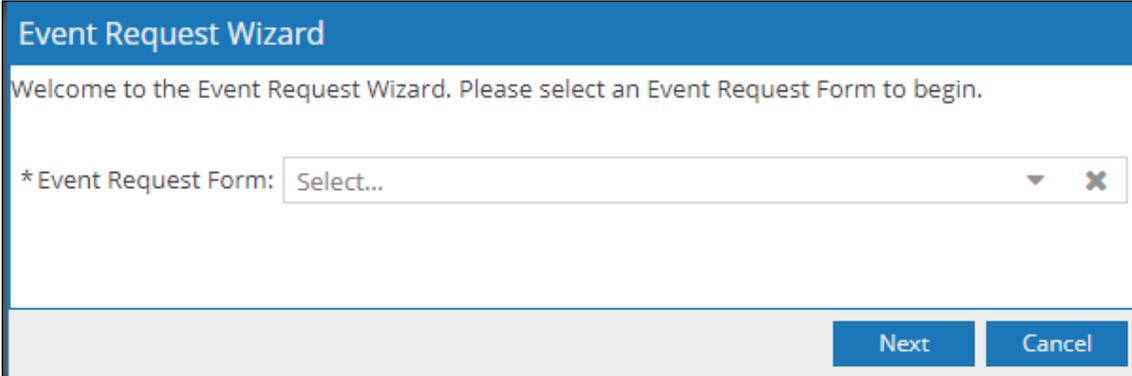


## How to Request an Event using Ad Astra

Navigate to the Astra Event Request Wizard (must use Mozilla Firefox or Google Chrome Incognito)

<https://www.aaiscloud.com/DaltonStateC/events/EventReqIntroForm.aspx>

On this page, you will use the drop-down selection to choose the **Student Life Event Request** form (All RSOs other than Fraternities or Sororities) or the **Fraternity & Sorority Life Event Request** form (AKL, AOII, & AST).



The screenshot shows a web form titled "Event Request Wizard". The main heading is "Event Request Wizard" in a blue bar. Below the heading, the text reads: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." There is a required field labeled "\* Event Request Form:" with a dropdown menu currently showing "Select...". The dropdown menu has a downward arrow and a close button (X). At the bottom right of the form, there are two buttons: "Next" and "Cancel".

\*Completing this form does not guarantee your reservation. You will receive an email stating that your request has been received. You will receive a second email with a reservation number once availability has been verified and your space has been reserved.

### **Event Request Form Selection:**

You will need to fill out all the **required\*** sections on the request form.

### **Contact Information & Event Details**

This needs to be filled in with your information to proceed in the request process.

\* Contact Name:

\* Contact Email Address:

\* Contact Phone Number:

\* Student ID #:

\* Event Sponsor Group:

 ▼ ✕

\* Advisor's Name:

\* Advisor's Email:

## Event Information

The Event Title can be viewed by anyone looking at the calendars. Be sure to write an appropriate and descriptive title. Please provide any details Events Management may need to know about the event being requested.

\*Advisor's Email:

\*Event Name:

\*Is this event on campus or off campus?  
 On campus  
 Off campus

\*Will there be alcohol?  
 Yes  
 No

If you plan to serve alcohol at an event, please make sure you have familiarized yourself with the Alcohol at Event Policy, and please comment below what steps your organization is taking to mitigate risks. e.g., check-in, security, licensed bar tenders, etc.

**Alcohol at Event Policy**  
[https://www.daltonstate.edu/skins/userfiles/files/ALCOHOL%20POLICY%20with%20form%2010\\_17\\_17\(1\).pdf](https://www.daltonstate.edu/skins/userfiles/files/ALCOHOL%20POLICY%20with%20form%2010_17_17(1).pdf)

\*Will there be a charge/fee for this event?  
 Yes  
 No

Please know any event where an RSO is collecting funds is considered a fundraiser. RSOs may only host four fundraisers per year with a max of two per semester. Once your fundraiser is complete, you will be required to submit the Fundraiser Completion Form to Student Life. Please describe your fundraiser below.

\*How many attendees are expected?

\*Event Description:

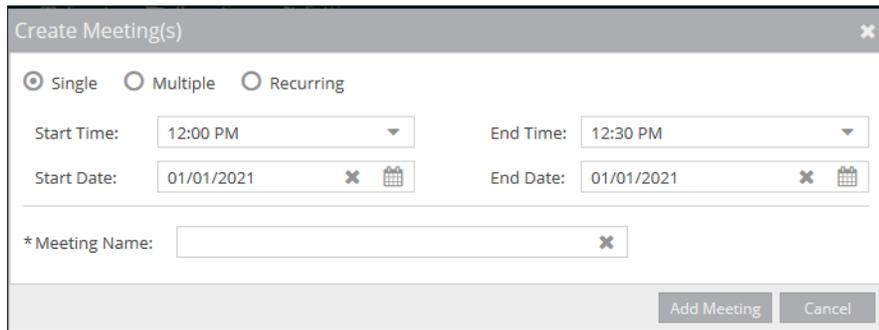
## Click Add Meeting

No meetings created. [Add Meeting](#)

You will select the date/times of your event in the Meeting Recurrence box at the top of the form. Always select the type of meeting recurrence first (Single, Multiple, or Recurring). Then change the start and end time. Then select your date(s).

### Single Meetings

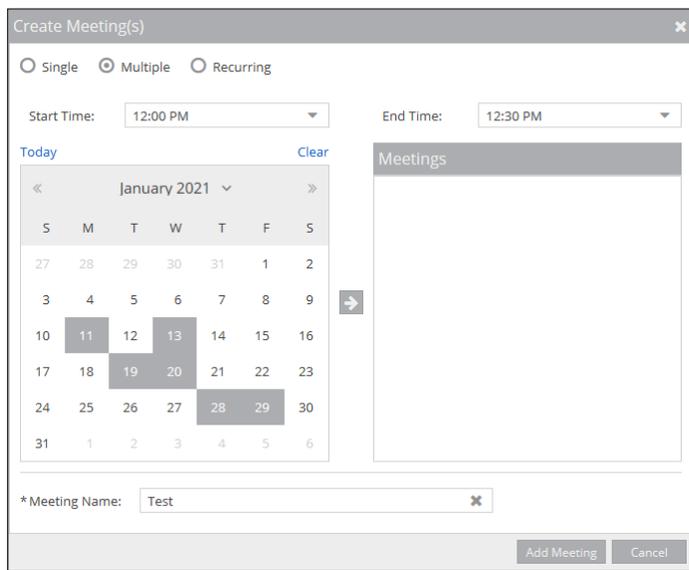
The default meeting option is Single Meeting(s). You can enter a time, browse dates, and select a meeting date.



The screenshot shows the 'Create Meeting(s)' dialog box. At the top, there are three radio buttons: 'Single' (selected), 'Multiple', and 'Recurring'. Below these are two rows of time and date pickers. The first row has 'Start Time: 12:00 PM' and 'End Time: 12:30 PM'. The second row has 'Start Date: 01/01/2021' and 'End Date: 01/01/2021'. Below the date pickers is a text field for '\* Meeting Name:' which is currently empty. At the bottom right, there are two buttons: 'Add Meeting' and 'Cancel'.

### Multiple Meetings

Creating multiple dates creates a meeting group. Meeting groups are displayed as individual dates within the group. This is used when there is not a clear recurring pattern. The dates will turn gray when selected, and you will be asked to give the dates a group name.



The screenshot shows the 'Create Meeting(s)' dialog box with 'Multiple' selected. The 'Start Time' is 12:00 PM and 'End Time' is 12:30 PM. A calendar for January 2021 is displayed, showing dates from 27 to 31. A 'Meetings' list on the right is currently empty. Below the calendar is a text field for '\* Meeting Name:' containing the word 'Test'. At the bottom right, there are two buttons: 'Add Meeting' and 'Cancel'.

### Recurring Meetings

The Recurring option allows you to define a pattern to create a recurring series of meetings. A recurring meeting will appear as a list of meeting dates. Dates can be removed by clicking the red X if not needed.

Work your way down this box starting with the Start and End times. Pay special attention to the Day Pattern, and select the appropriate pattern for your meeting (daily meetings, weekly, every two weeks, every Tuesday and Thursday, the first and third Wednesday of every week, etc.).

Select the pattern first (Daily, Weekly, Monthly or Yearly), and then fill in the information that is specific to each pattern. Remember to fill in the Date Range Start and End, or select how many occurrences before the event is complete.

Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time:  End Time:

Recurrence Pattern

Daily  Weekly  Monthly  Yearly

Every  day(s)  Every weekday

Start:

End after  occurrences  End by

Recurrence Summary

Every 1 day(s) effective 01/11/2021 until 01/20/2021 from 12:00 PM to 12:30 PM.

\* Meeting Name:  ✕

**\*\*After you select the dates and times for your event (whether it is for a single, multiple, or reoccurring meeting), you must click the Add Meeting button. Then click on Assign Rooms to assign spaces\*\***

✕  Test

## Click Assign Rooms

The screenshot shows the 'Assign Room' window. On the left is a sidebar with a search bar and filter categories: Room Options (with checkboxes for 'Show Only Available Rooms', 'Show Shared Rooms', and 'Show Alt Room Configs'), Capacity (with 'Between' and 'and' dropdowns), and Campus, Building, Room, Region, Room Type, and Feature (each with a plus sign and a refresh icon). The main area is a table with columns: Room, Name, Building, Configuration, and Room Type. The table lists various rooms such as '0120 0105 Conference...', '0030 Lower Level Pope Lower Leve...', '0030 Pope Patio Pope Patio', etc. At the bottom right are 'OK' and 'Cancel' buttons.

Here you can filter out your request to help find you a room (best to use when you don't know what room you want) or you can simply look for the room you want (The Building or Room Filter can help you find a specific room faster).

- To use the filter, click on the plus sign next to the Category you wish to filter

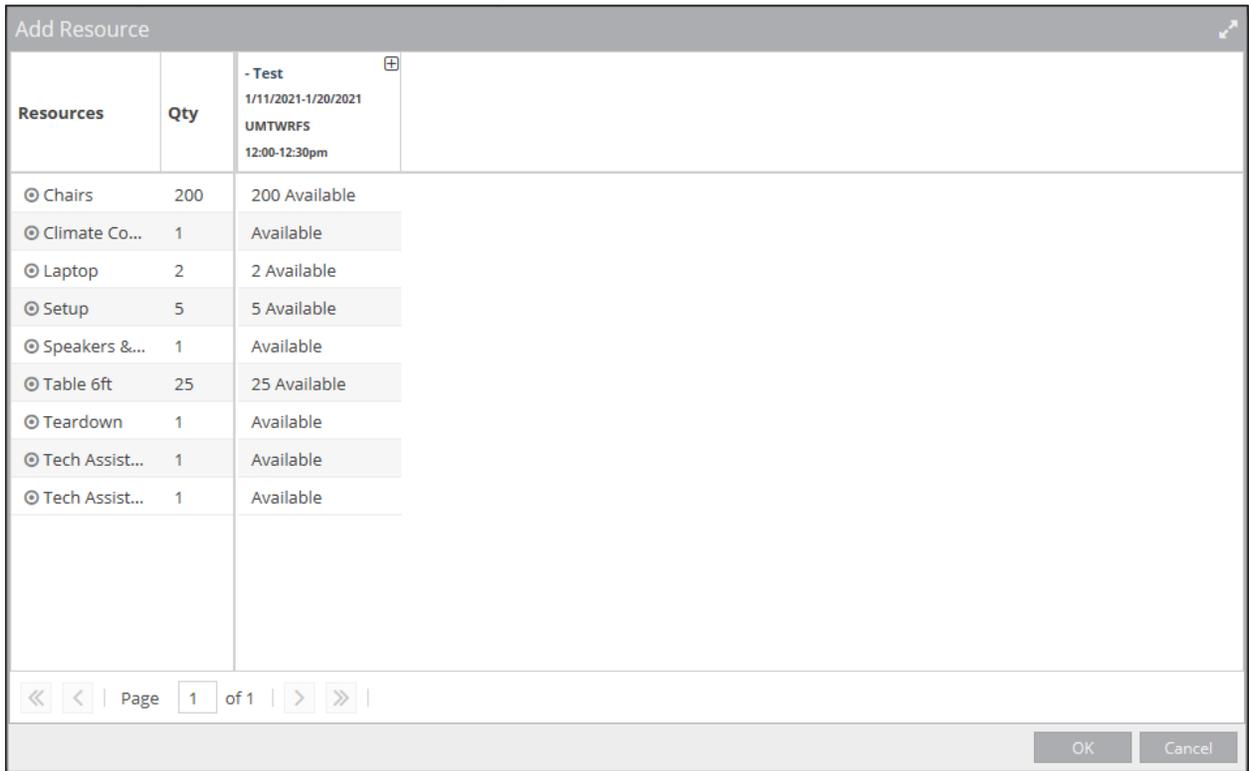
Rooms that are available will appear gray or white and say "Available". Rooms that are unavailable will not appear on the list. When you select a room, it will appear in Green and then read "Selected".

You can select multiple rooms for the same date if you require multiple rooms. If your request includes multiple dates, you will select rooms for each date. Once you have selected your rooms, click "OK".

## Click Assign Resources



The screenshot shows the top portion of a software interface. On the left, there is a button labeled 'Add Meeting' with a red exclamation mark icon. On the right, there are two buttons: 'Assign Rooms' and 'Assign Resources'. The 'Assign Resources' button is circled in red. Below these buttons is a text input field containing a red 'X' icon, a plus sign, and the text 'Test'.



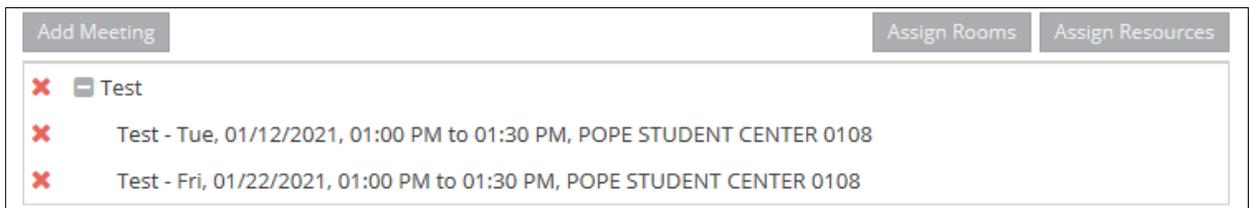
The screenshot shows a dialog box titled 'Add Resource'. At the top, it displays '- Test' with a plus icon, the dates '1/11/2021-1/20/2021', the days 'UMTWRF5', and the time '12:00-12:30pm'. Below this is a table of resources:

Resources	Qty	
<input type="radio"/> Chairs	200	200 Available
<input type="radio"/> Climate Co...	1	Available
<input type="radio"/> Laptop	2	2 Available
<input type="radio"/> Setup	5	5 Available
<input type="radio"/> Speakers &...	1	Available
<input type="radio"/> Table 6ft	25	25 Available
<input type="radio"/> Teardown	1	Available
<input type="radio"/> Tech Assist...	1	Available
<input type="radio"/> Tech Assist...	1	Available

At the bottom of the dialog, there are navigation arrows, a page indicator 'Page 1 of 1', and 'OK' and 'Cancel' buttons.

Resources are not a required section on the form. However, if you need any resources, a list of available resources for the date/times you have chosen will appear. Resources that are available will appear gray or white and say "Available". Resources that are unavailable will appear red and say "unavailable". Resources that appear unavailable are already provided in the room you selected. When you select a resource, it will appear in Green and then read "Selected", then click "OK".

You will see that your Meeting Line now lists a room.



The screenshot shows the 'Add Meeting' form with the 'Assign Resources' button. The meeting line now contains three entries:

- Test
- Test - Tue, 01/12/2021, 01:00 PM to 01:30 PM, POPE STUDENT CENTER 0108
- Test - Fri, 01/22/2021, 01:00 PM to 01:30 PM, POPE STUDENT CENTER 0108

You can hit the red X to remove any unwanted lines.

## Describing Services

Here you can describe any services you will need and how you would like the set up to be for your event (you can also describe the set up in the Event Description section on the form). Remember if catering is needed, please contact Aladdin directly at (706)-272-4441 or at [catering@daltonstate.edu](mailto:catering@daltonstate.edu) .

Special Parking Notes:

\* Please describe your services: A/V, tables/chairs, drop cord, security, climate control, or other needs. If catering is needed, Aladdin is the required caterer for campus events. Catering reservations are made by faculty, staff or DSC guests by contacting Aladdin directly at 706-272-4441 or at [catering@daltonstate.edu](mailto:catering@daltonstate.edu). A FOOD SAFETY FORM IS REQUIRED is available at [www.daltonstate.edu/environmental-occupational-risk/](http://www.daltonstate.edu/environmental-occupational-risk/) or EHS departmental website through My Dalton State.:

### **Minors On Campus Policy**

In accordance with this commitment and with Board of Regents policy 12.9, Dalton State created a Minors on Campus Policy which went into effect in 2017. The policy covers all college sponsored programs/activities, as well as any third-party organizations that use Dalton State facilities for programs and activities serving minors (defined as persons under the age of 18 years) who are not Dalton State students.

- For any activity involving minors (campus tours, speaking engagements, camps, etc.) please provide the following information to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu) for activity registration: **activity name, activity dates, brief description, contact person, and Dalton State employees and volunteers that will be participating.**
- For camps or similar activities, please review the [Minors on Campus Policy](#) and [checklist](#).

Once you hit submit, you will receive an email confirming that your request has been submitted. The Event Request must be approved by Student Life before Campus Services assigns the requested room.

If the meeting is approved, you will receive a Room Request Confirmation.