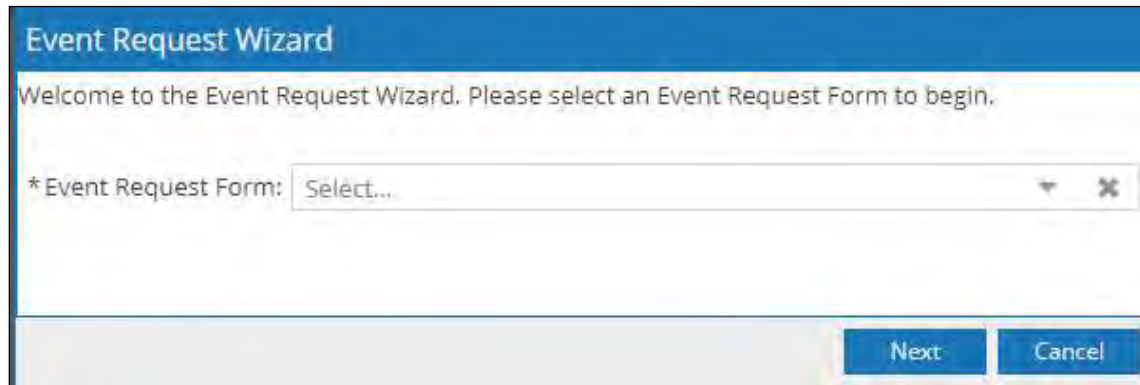


How to Request an Event using Ad Astra

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

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

On this page, you will use the drop-down selection to choose **RSO/Club Event Request Page**



The screenshot shows a web browser window titled "Event Request Wizard". The main heading is "Event Request Wizard" in a blue bar. Below the heading, a message 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...". At the bottom right of the form area are two buttons: "Next" and "Cancel".

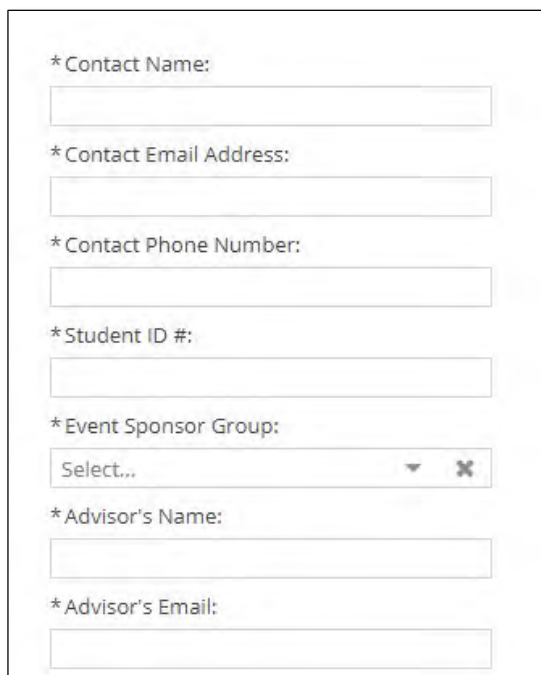
*Completing this form does not guarantee your reservation. You will receive an email with your reservation number stating that your request has been received. You will receive a second email once availability has been verified and your space has been reserved.

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.

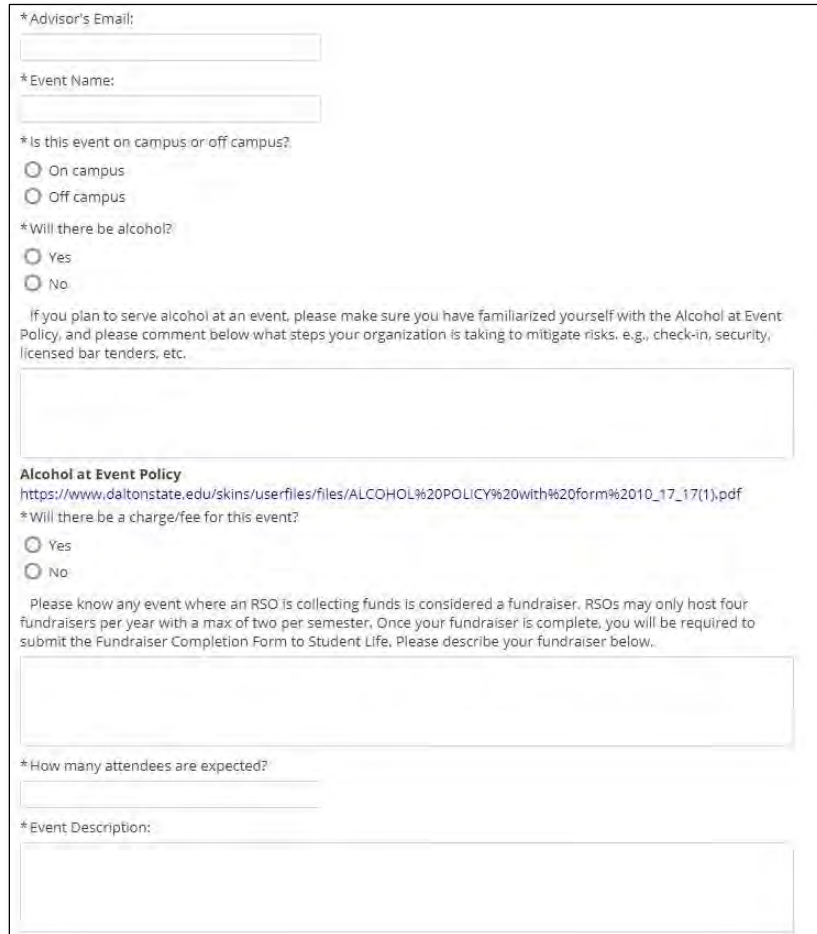


The screenshot shows a form with the following fields, all marked as required with an asterisk (*):

- * Contact Name: [Text input field]
- * Contact Email Address: [Text input field]
- * Contact Phone Number: [Text input field]
- * Student ID #: [Text input field]
- * Event Sponsor Group: [Dropdown menu showing "Select..."]
- * Advisor's Name: [Text input field]
- * Advisor's Email: [Text input field]

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)

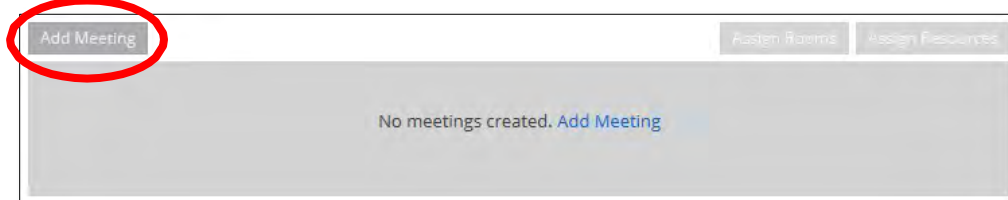
*Will there be a charge/fee for this event?
☐ Yes
☐ No

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



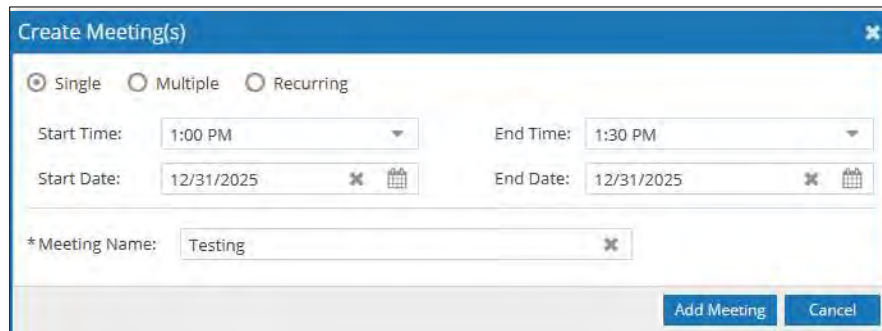
Add Meeting

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

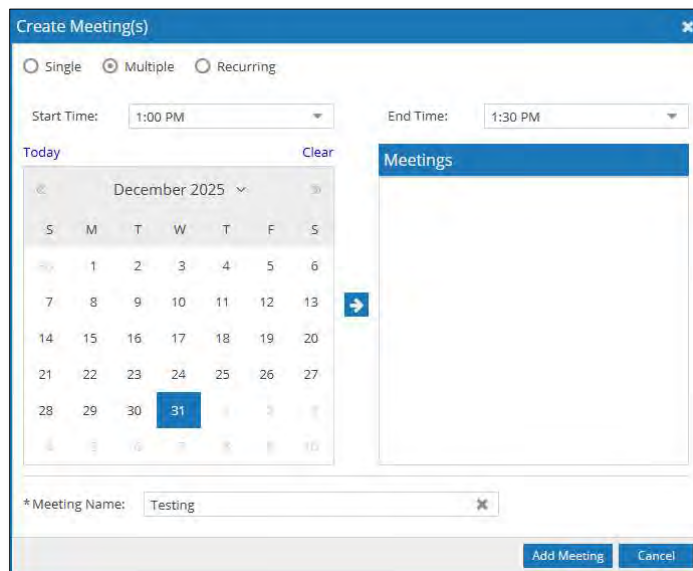
The default meeting option is Single Meeting(s). You can enter a time, browse dates, and select a meeting date.



The screenshot shows the 'Create Meeting(s)' dialog box. The 'Single' radio button is selected. The 'Start Time' is set to 1:00 PM and the 'End Time' is set to 1:30 PM. The 'Start Date' and 'End Date' are both set to 12/31/2025. The '* Meeting Name' field contains 'Testing'. At the bottom right are 'Add Meeting' and 'Cancel' buttons.

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 the 'Multiple' radio button selected. The 'Start Time' is 1:00 PM and the 'End Time' is 1:30 PM. A date calendar for December 2025 is open, showing dates from 1 to 31. The 31st is highlighted. To the right of the calendar is a 'Meetings' list box. The '* Meeting Name' field contains 'Testing'. At the bottom right are 'Add Meeting' and 'Cancel' buttons.

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: 1:00 PM
End Time: 1:30 PM

☒ Daily
☐ Weekly
☐ Monthly
☐ Yearly

☒ Every 1 day(s)
☐ Every weekday

Start: 12/31/2025

☒ End after 10 occurrences
☐ End by 01/09/2026

Recurrence Summary

Every 1 day(s) effective 12/31/2025 until 01/09/2026 from 1:00 PM to 1:30 PM.

* Meeting Name: Testing

Add Meeting
Cancel

****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****

Add Meeting
Assign Rooms
Assign Resources

✕ + Test

Click Assign Rooms

The screenshot shows the 'Assign Room' window. On the left is a 'Filter' sidebar with a search bar and a 'Room Options' section containing checkboxes for 'Show Only Available Rooms', 'Show Shared Rooms', and 'Show Alt Room Configs'. Below these are capacity filters and expandable sections for 'Campus', 'Building', 'Room', 'Region', 'Room Type', and 'Feature'. The main area is a table with columns for 'Room', 'TEST', and a date/time column. The table lists 12 rooms, all marked as 'Available'. At the bottom right are 'OK' and 'Cancel' buttons.

Room	TEST	
0060 0101B	Available	12/31/2025 Wed 1:00-1:30pm
0120 0302	Available	
0010 0135	Available	
0010 0141	Available	
0010 0136	Available	
0010 0140	Available	
0010 0114	Available	
0060 0101A	Available	
0150 0105	Available	
0040 0103	Available	
0090 0301	Available	
0090 0331	Available	
0080 0309	Available	

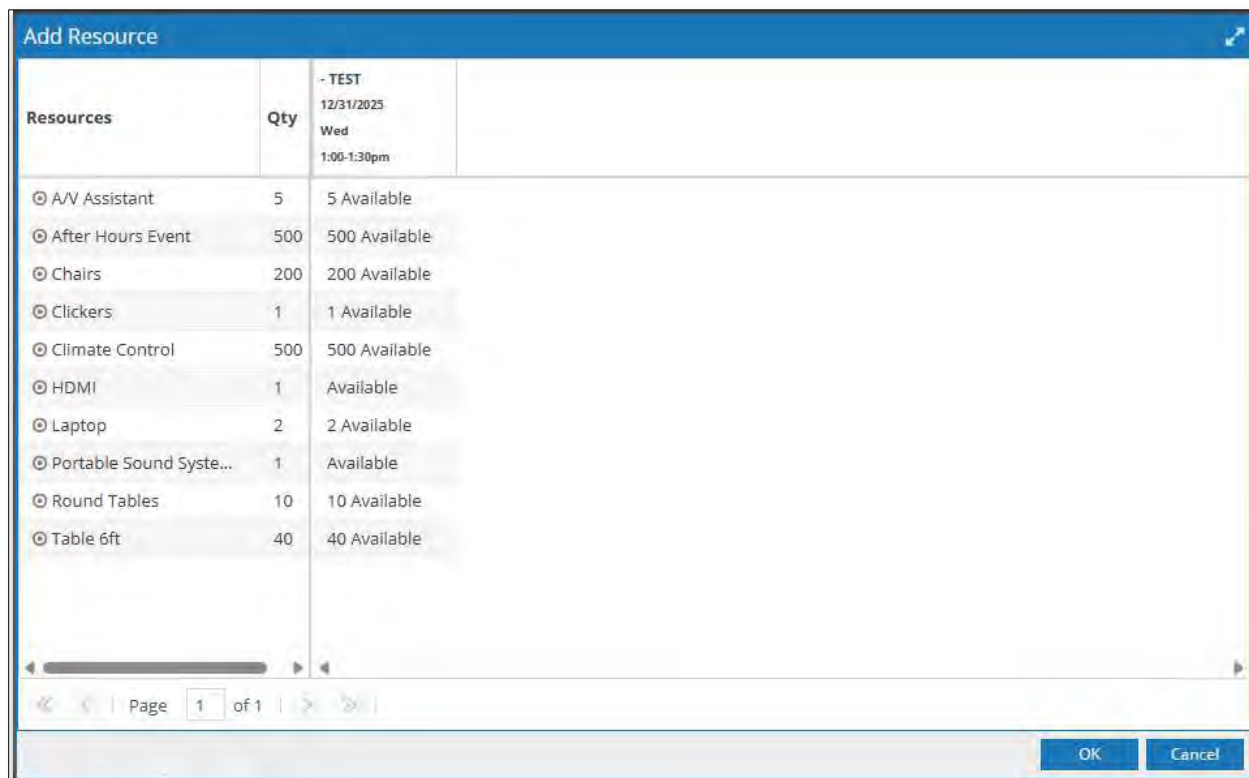
Here you can filter out your request to help find you a room (best to use when you don't know what room you want) or you can simply look for the room you want (The Building or Room Filter can help you find a specific room faster).

- 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".

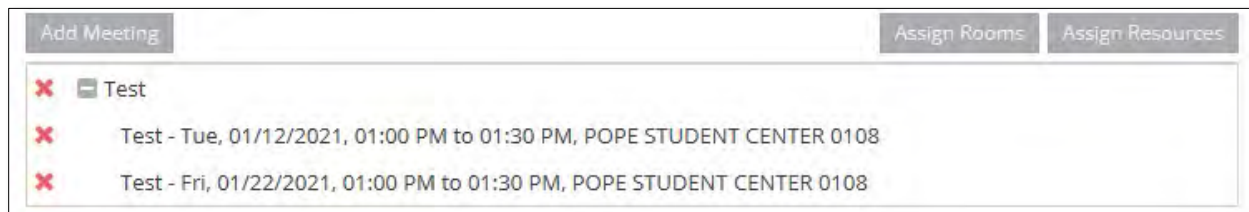
Click Assign Resources



Resources	Qty	~ TEST 12/31/2025 Wed 1:00-1:30pm
☐ A/V Assistant	5	5 Available
☐ After Hours Event	500	500 Available
☐ Chairs	200	200 Available
☐ Clickers	1	1 Available
☐ Climate Control	500	500 Available
☐ HDMI	1	Available
☐ Laptop	2	2 Available
☐ Portable Sound Syste...	1	Available
☐ Round Tables	10	10 Available
☐ Table 6ft	40	40 Available

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.



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.

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. A FOOD SAFETY FORM IS REQUIRED is available at 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 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 Events Management assigns the requested room.

The Reservation # can be found on the email summary sent VIA email after submission.

 Ad Astra

Event Summary

10/27/2025 12:21PM

Comment:

Event Information:

Customer/Contact Information:

Reservation #: 20251027-00014

Event Name: Webmaster interview

Event Type: Administrative

Date: 10/30/25 - 10/30/25

Status: Incomplete

Est. Attendance: 0

Collin Hadders

chadders@daltonstate.edu

Dalton State Internal

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
*The following rooms have been requested.						
Webmaster interview	10/30/25 - 10/30/25	11:00AM - 12:00PM	Incomplete	0060	0116	Requested