Below are instructions on how to get **1** Event and Calendar Request (ECR) to do **5** things. ☺
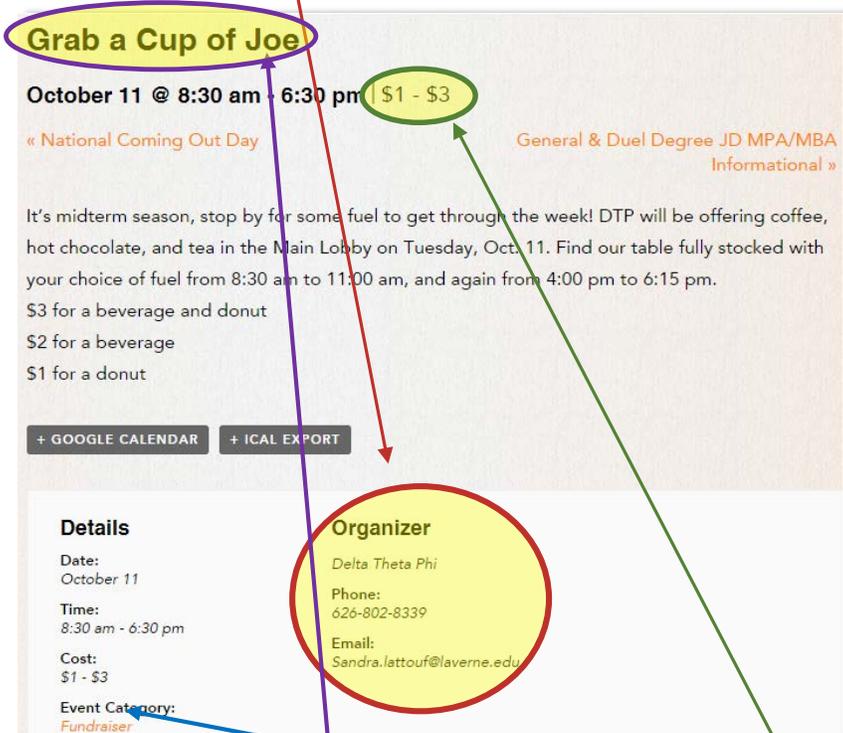
Before you begin please make sure you have downloaded Adobe Reader and are using Adobe Reader to fill out the ECR form. This form MUST be filled out in Adobe Reader or we will be unable to process your request.

Step 1: Fill out the Contact Info. Use the email and phone number you would like people to use to contact you about the event.

Contact Info:

Name	Date of Request
Organization or Department	Contact Person
La Verne Email	Phone: ○ work ◉ cell

This info shows up **here** on the website:

Grab a Cup of Joe

October 11 @ 8:30 am - 6:30 pm | $1 - $3

« National Coming Out Day   General & Duel Degree JD MPA/MBA Informational »

It's midterm season, stop by for some fuel to get through the week! DTP will be offering coffee, hot chocolate, and tea in the Main Lobby on Tuesday, Oct. 11. Find our table fully stocked with your choice of fuel from 8:30 am to 11:00 am, and again from 4:00 pm to 6:15 pm.
$3 for a beverage and donut
$2 for a beverage
$1 for a donut

+ GOOGLE CALENDAR   + ICAL EXPORT

Details
Date:
October 11
Time:
8:30 am - 6:30 pm
Cost:
$1 - $3
Event Category:
Fundraiser

Organizer
Delta Theta Phi
Phone:
626-802-8339
Email:
Sandra.lattouf@laverne.edu

Step 2: Fill out the **Event Name** and select the **Event type** (this is important because the website allows users to filter by Event Category) **Note: Info Session is ONLY for Admissions please do not check this box.**

Event Info:

Event Name: _____

Event Type:
(Select all that apply)

☐ Forum
☐ Fundraiser
☐ Awards Ceremony
☐ Commencement
☐ Dinner
☐ Golf Tournament
☐ Info Session
☐ Lecture
☐ LSAT/MPRE
☐ Lunch
☐ MCLE
☐ Meeting
☐ Open House
☐ Orientation
☐ Reception
☐ Service Event
☐ Symposium
☐ Workshop

Event Website: _____

Attendance Fee: _____

Fill these out if you have the info, otherwise put not applicable (N/A).

Step 3: Select your date, time, and room for your event and make sure it is available on EMS. If you need time to set up or take down your event fill out the second line for the RSVD Time.

Dates, Location, Start Times and End Times
If the location is in the Library, must have permission from Prof. Kenneth Rudolf, Director of the Law Library, or his designee)

| | Date: | Location: | Event Time: | to |
| | Date: | Location: | RSVD Time: | to |

Internal use only

*This is for internal use only. Do **not** sign here.*

Step 4: Add a **Brief Event Description** AND a **Detailed Event Description**. These descriptions are used in two different places so feel free to repeat yourself. For the Brief Event Description be sure to add the room you will be meeting in if your event is on campus. The address of the event is the only thing that is listed on the website so be sure to add the room number of where you are meeting in the descriptions.

Brief Event Description (one sentence):

Detailed Event Description:

Grab a Cup of Joe

October 11 @ 8:30 am - 6:30 pm
University of La Verne College of Law, 320 East D Street
Ontario, CA 91764 United States   + Google Map

Coffee on Campus

Find out more »

Grab a Cup of Joe

October 11 @ 8:30 am - 6:30 pm | $1 - $3

« National Coming Out Day

General & Duel Degree JD MPA/MBA
Informational

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Step 5: Did you check EMS for room availability and conflicts? If yes, check the box. Does your event require Risk Management approval? If so, check the box and make sure the needed paperwork is sent with the ECR request. Now all that is needed are the president and advisor's electronic signatures. Once both have electronically signed send the form to Jennifer Perez for approval and posting.

Verification Info:

☐ Master Calendar/EMS
☐ Risk Management *(relevant documents attached)*

Organization President/Representative   Advisor or Department Head

Once approved the ECR will do 5 things: 1) reserve your room, the event will be added to 2) EMS, 3) the E-Board, 4) La Verne Law website, and The Docket.
That's a lot for one little form to accomplish!!