

Adding Setup, Pre-Event, Post-Event, and Takedown Times to Events

In addition to the event times, additional time of **Setup**, **Pre-Event**, **Post-Event**, and **Takedown** can be added to an event.

Sign in to 25Live at <https://25live.collegenet.com/pro/bu> using your personal BU login and Kerberos password.

To add additional time to your event, follow the steps outlined in this guide.

Step 1: Access the Event Form

For a detailed, step by step guide for completing the Event Form, please see our guide titled, "Creating Events."

Click the **Create an Event** button on the dashboard or the **Event Form** button on the navigation bar at the top of the dashboard.

The form will open, and you can begin entering your event information. Please be as detailed as possible when entering your event information in the **Event Form**. All requests are subject to approval and a location is not confirmed for use until a **Scheduler** has assigned it to your event.

Enter an **Event Name**, **Event Type**, **Primary Organization** (your department/office or student organization), **Additional Organizations** (not required and only if you are co-hosting the event with another department/office or student organization), **Expected Attendance**, and an **Event Description**.

Step 2: Enter Event Date and Time

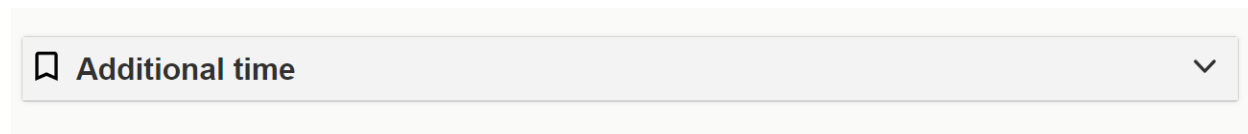
Specify the first date of your event. If your event will repeat, you will have the option to select the repeating pattern and other occurrence dates later.

As a reminder, enter the actual start and end times of your event. **These are the actual times of your event and should not include any setup or takedown time.** Including setup and takedown time in the event time will result in approval delays. If you need a time other than the hour or half hour, you can type your time directly into the time fields.

Unless your event ends after midnight, leave the box checked for “**This begins and ends on the same day.**” Do not uncheck this box because your event repeats on consecutive days or for multiple occurrences. You will have the option to select a repeating pattern later.

Step 3: Additional Time

In the **Additional Time** section, you will see options for **Setup Time**, **Pre-Event Time**, **Post-Event Time**, and **Takedown Time** when you click the down arrow to expand the section.



Setup, Pre-Event, Post-Event, and Takedown Times occur in that order, surrounding your actual Event Time.



Setup Time: The **Scheduler** will automatically add **Setup Time** to your event based on the type, size, and location requested to allow campus service providers (Facilities Management, Catering, LETS, SPS, and others) the time needed to setup your event. You do not and should not try to figure out your own **Setup Time**. The event location will be closed to event guests during this time.

Pre-Event Time: If you need your own time in the location after setup has been complete, you can add **Pre-Event Time**. Examples of **Pre-Event Time** include preparing your registration table, testing your presentation on the projector, and doors opening for guest arrival prior to a performance. You may choose to open the event location to event guests during this time, but the event has not officially begun.

Post-Event Time: If you need your own time in the location before takedown begins, you can add **Post-Event Time**. Examples of **Post-Event Time** include packing up your registration table, collecting items you brought to the event, and allowing time for your guests to gather their belongings and depart before takedown begins.

Takedown Time: The **Scheduler** will automatically add **Takedown Time** to your event based on the type, size, and location requested to allow campus service providers

(Facilities Management, Catering, LETS, SPS, and others) the time needed to takedown your event after event guests have departed. You do not and should not try to figure out your own **Takedown Time**.

NOTE: If you add **Pre-Event** or **Post-Event Time**, the **Scheduler** will add **Setup** and **Takedown Time** on top of those times so the service providers still have the time they need.

Once you expand the **Additional Time** section, you will see the options to add time. If you need **Pre-Event** and **Post-Event Time**, you will add it here. As you add time, the **Reservation Start** and **End** times and overall **Reservation Duration** will increase.

In the example below, the **Event Times** are 11:45 am – 1:00 pm, but 15 minutes of **Pre-Event Time** has been added so the **Reservation Start** is showing as 11:30 am and the **Reservation Duration** is indicated as 1 hour, 30 minutes.

Additional time

Setup Time
0 Days 0 Hours 0 Minutes

Pre-Event Time
0 Days 0 Hours 15 Minutes

Post-Event Time
0 Days 0 Hours 0 Minutes

Takedown Time
0 Days 0 Hours 0 Minutes

Reservation Start:
Thu Jun 15 2023 11:30 am

Reservation End:
Thu Jun 15 2023 1:00 pm

Reservation Duration:
1 Hour, 30 Minutes

NOTE: As a general rule, we do not add **Setup** and **Takedown Time** to academic classrooms or other locations that are used as is with no change in room setup, such as the GSU conference rooms. If you think you need **Setup** or **Takedown Time** on these locations, you need to indicate that in the **Event Description** or **Comments** fields and

the reason why. For example, a student organization may be using an academic auditorium on a weekend for a performance and needs setup time before the event actually starts so that Student Production Services can set up sound and lighting equipment.

You can find a guide of setup and takedown times for some of the major locations managed by Events & Conferences here: <https://www.bu.edu/reservations/25live/setup-takedown/>. If you submit a request for a location and there is not enough setup or takedown time available due to other events already booked in the location, your request will not be able to be accommodated.

Step 4: Finish Completing the Event Form

If your event will have more than one occurrence (happening on more than one date), you must select the **Repeating Pattern**.

In the **Locations** section, select one or more locations (if you need more than one location) for your event.

For **Services that you will Order**, you can choose services you may need for your event by clicking on the **Add a Custom Attribute** button.

If you have any comments about your request that will be helpful for the **Scheduler** to know, you can enter them in the **Comments** field.

Read the **Policies and Responsibilities** paragraph and then click the box for “**I agree.**”

Step 5: Save

If all information in the form is complete and you have requested all the locations that you want, click the **Save** button.

25Live will save your event request and then bring it up on the screen so you can see exactly what you submitted and what is waiting to be approved by the **Scheduler**.

IMPORTANT: All requests are subject to approval and a location is not confirmed for use until a Scheduler has assigned it to your event. Do not send out any invitations, advertise your event, or book any special guests until a location has been assigned to your event as you may not get the original location you requested.

You will know your request has been approved and a location assigned to your event when you get an emailed confirmation with your reservation from the **Scheduler**. You

may also get an automatic email from 25Live when the location is initially assigned, but this email will not provide complete information about your event, so you should only refer to the reservation confirmation that will be emailed to you separately.

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.