

Ad Astra Event Reservation Instructions for UTK Faculty Staff Only

**All meetings/events are subject to approval by the Office of Campus Event Services. Requestors are encouraged to familiarize themselves with the University's Space Usage Guidelines before scheduling any meeting/event. Failure to comply with the stated policies/guidelines may result in the cancellation of scheduled, pending, tentative, or future events.*

Event Requests – A gathering of people or a group with the purpose of meeting for an activity or social occasion. May include, but is not limited to, guest speakers, meals/banquets, performances, sporting activities, or any planned occasion involving extra services such as parking, catering, special setup/teardown requirements, or public safety presence. Events must be submitted at least seven (7) days in advance.

1. Navigate to the Campus Event Services website (events.utk.edu) to choose your affiliation

- **UTK faculty/staff event request** – required for events hosted by a UTK faculty or staff member on behalf of a university office, department, or unit
- **Student/student organization event request**– must be completed by a student or student organization requesting an event
- **External affiliate event request** – for use by an individual or group unaffiliated with the University of Tennessee
- **Programs for minors request**– must be completed by sponsoring UT Department for events with participation from minors

2. When you choose UTK Faculty Staff, you will be directed to Ad Astra. Create an event directly in Ad Astra by clicking “request an event” and choosing the “Event Request Form – UTK Faculty/Staff”

The screenshot shows the Campus Event Services (CES) website. The main content area includes a 'Request an Event' button, a description of CES, and contact information for the Office of the University Registrar. A red arrow points from the 'Request an Event' button to the 'Event Request Wizard' screenshot below.

The screenshot shows the Event Request Wizard form. The form displays a dropdown menu for 'Event Request Form' with the following options: 'Event Request Form - UTK Faculty/Staff', 'Guest User Form', 'Internal User Form', 'Meeting Reservation Form - UTK Faculty/Staff', and 'Other'. A red arrow points to the 'Event Request Form - UTK Faculty/Staff' option.

- Fill out the designated event request form with all required information
 - Fields marked with an asterisk (*) are required
 - Please provide as much information regarding the requested event as possible to ensure proper vetting and timely approval.
 - If you or your department/unit/organization does not populate or has incorrect information listed, please select "Unlisted" as the contact and fill in your actual name and department in the spaces provided.

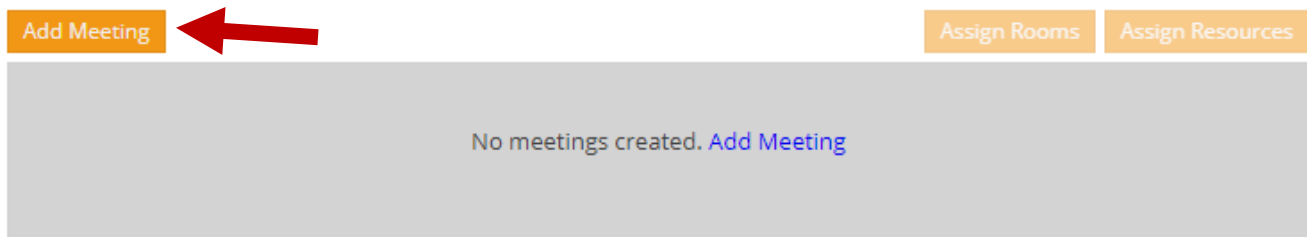
- Click "Add a meeting" to choose a date and time for a single, recurring, or multiple-date event
Room Requirements

You must select "Add a Meeting" to properly schedule your event.

You must click 'Assign Rooms' to choose your venue.

You must click 'Assign Resources' to request UTK campus services (Parking, Catering, Safety, etc.)

*Add a Meeting:



- Enter start/end times, start/end dates, meeting name, meeting type, and max attendance. Click "Add Meeting".

- Click "Assign room" to select a building and room based on availability and capacity

- Rooms that are unavailable during the selected time will not show up

*Add a Meeting:



- The options that are loaded match the capacity set in the meeting information. You may filter and search for spaces by clicking the plus sign and searching building code next to "Building".

Assign Room

Filter: Clear All Search

Custom

Room Options

Show Only Available Rooms

Capacity: Between 50 and

Campus 1 Clear +

Building 1 Clear +

Room +

Region +

Room Type +

Room	Name	Capacity	Test
CONF 413B	413B	50	Test 8/3/2018 Fri 11:30-12:00pm
...			Avail (Request)

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OK Cancel

cannot be rearranged, the venue or Campus Event Services will contact you.

Resource Requirements

In order to route your request correctly, you must click 'Assign Resources' under Add a Meeting and add all UTK campus services (Parking, Catering, Safety, etc.) that you will need. The information requested below is to collect additional details regarding your event.

- Once you have identified the room you would like to book, click on it. The space next to it should turn green and say “selected”. Click “OK”.

Assign Room

Filter: Clear All Search

Room Options: Show Only Available Rooms

Capacity: Between 50 and

Campus 1 Clear +

Building 2 Clear +

Room +

Region +

Room Type +

Room	Name	Capacity	Test
...	STRONG 103	103	65
...	STRONG 104	104	65
...	STRONG B1	B1	150
...	STRONG Atrium	Atrium	200
...	STRONG 101	101	250

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OK Cancel

7. Click “Assign resources” to add UTK services such as Parking, UTK Catering (Aramark), Facilities Services, UTPD, etc.

- Any external forms associated with these services must be completed by the event requestor or the service will not be assigned

* Add a Meeting:

Add Meeting

Assign Rooms Assign Resources

Test - Fri, 08/03/2018, 11:30 AM to 12:00 PM, STRONG Atrium

- Select the appropriate resources for your event, click “OK”
- Campus Event Services reserves the right to assign certain resources to your event if deemed necessary

Add Resource

Resources	Qty	Test
UTK Building Access	999	999 Avail (Re...
UTK Catering - Aramark	999	Selected 1 o...
UTK Emergency Management	999	999 Avail (Re...
UTK Facilities Services	999	999 Avail (Re...
UTK Final Approval	999	999 Available
UTK Parking Services	999	999 Avail (Re...
UTK Police Department	999	999 Avail (Re...
UTK T Bus Service	999	999 Avail (Re...

- Additional questions are asked on the event form regarding specific resource needs. Please be sure to include all requirements for your event.

8. Review the University of Tennessee Space Usage Guidelines and confirm your agreement to the terms and conditions set forth
9. Review form to ensure all required information has been filled in and press submit
10. Once submitted, the event requestor will receive a submission confirmation email (see below). Please note that until you have received a notification of approval, your event is still pending.
 - You may change details to your submission, however each change will trigger a new workflow to begin, pushing back the approval process.

ASTRA SCHEDULE $\sqrt{= \geq X \div + \sqrt{= \geq X \div + \sqrt{= \geq X \div}}$

Event Request Received 7/26/2018
10:31AM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

Event Name	Description
Test	Test Event

Request Summary:

=====
 Default
 =====
 Contact: Boutwell, Kylea
 Customer: Office of Campus Event Services
 Email: kboutwel@utk.edu
 Phone: 865-974-9941
 Cost Center (for applicable fees only): E000000
 Event Name: Test
 Event Type: Non Academic Dept / Comm.
 Event Description: Test Event
 Estimated Attendance: 15
 Contact Name (Day of Event): Kylea Boutwell
 Contact Phone (Day of Event): 865-974-9941
 Will your event be open to the general public? No
 Will your event involve the participation of minors? No

Room Access - Prior to Event: At time of event
 Room Access - Post Event: None
 Note:

Will this event be catered? No

Will this event require Parking Services? No

Will this event require police/public safety services? (Check all that apply) No

Will this event require support from Facilities Services? (Check all that apply) No

Will you need building access (for events after hours or on weekends)? No

I have read and agree to the terms stated in the Space Usage Guidelines. True

=====
 Meeting
 =====
 Name: Test
 Description:
 Event Meeting Type: Information Session
 Start Date: 8/2/2018
 End Date: 8/2/2018
 Start Time: 11:30 AM
 End Time: 1:30 PM

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11. Once you have received notification that your event request has been approved, you will need to complete any associated resource request forms if applicable:
 - UTK Catering: <https://utcatering.catertrax.com/Index.asp>
 - Parking and Transit: <https://parking.utk.edu/special-parking-requests/>
 - Facilities Services: <http://fs.utk.edu/>

