



# WCU CAMPUS EVENT PLANNING

YOUR EVENT, OUR SUPPORT: A COMPREHENSIVE EVENT PLANNING GUIDE

# INTRODUCTIONS



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25Live



# WHAT WE WILL TALK ABOUT

- 01 INTRODUCTIONS
- 02 THINGS TO THINK ABOUT
- 03 SPACE RESERVATIONS 25LIVE
- 04 SYKES STUDENT UNION
- 05 SECC
- 06 CONFERENCE SERVICES
- 07 TANGLEWOOD
- 08 WCU FOUNDATION
- 09 NEW STREET CATERING
- 10 ADDITIONAL CAMPUS RESOURCES
- 11 CONTACT INFORMATION

# THINGS TO THINK ABOUT

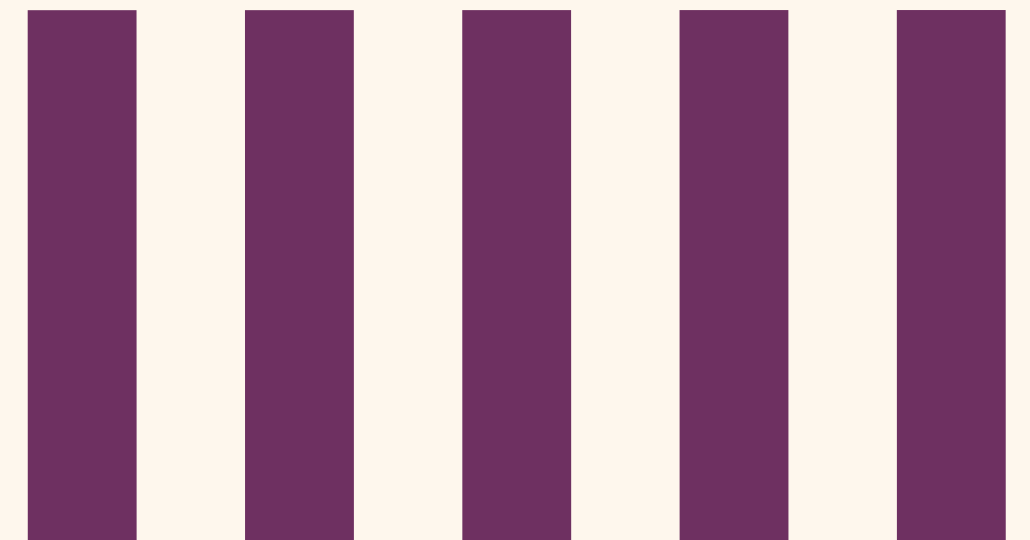
- Advertising and Signage
- Acceptable Use
- Accessibility/ Accommodations
- **Alcohol Consumption & Policy**
- Amplification of Sound
- Animals
- Contracting and Purchasing
- Decorations Policy
- Early/Late Access to Space Guidelines
- **Event Set-up and Custodial Procedures**
- Event Support
- External Entities
- Facilities Plant Operations and **Maintenance Support**
- **Food/dietary restrictions**
- Fundraising
- Inclement Weather
- Mascot Appearances
- Outdoor Events
- Parking
- Request for University Photographer
- President Appearances and Remark Requests
- Protection of Minors
- Report an Incident
- **Reservation Method and Timeline**
- **Reserving Space**
- Student Organization Events
- Sustainability
- **Venue Capacity**

# 25LIVE OVERVIEW

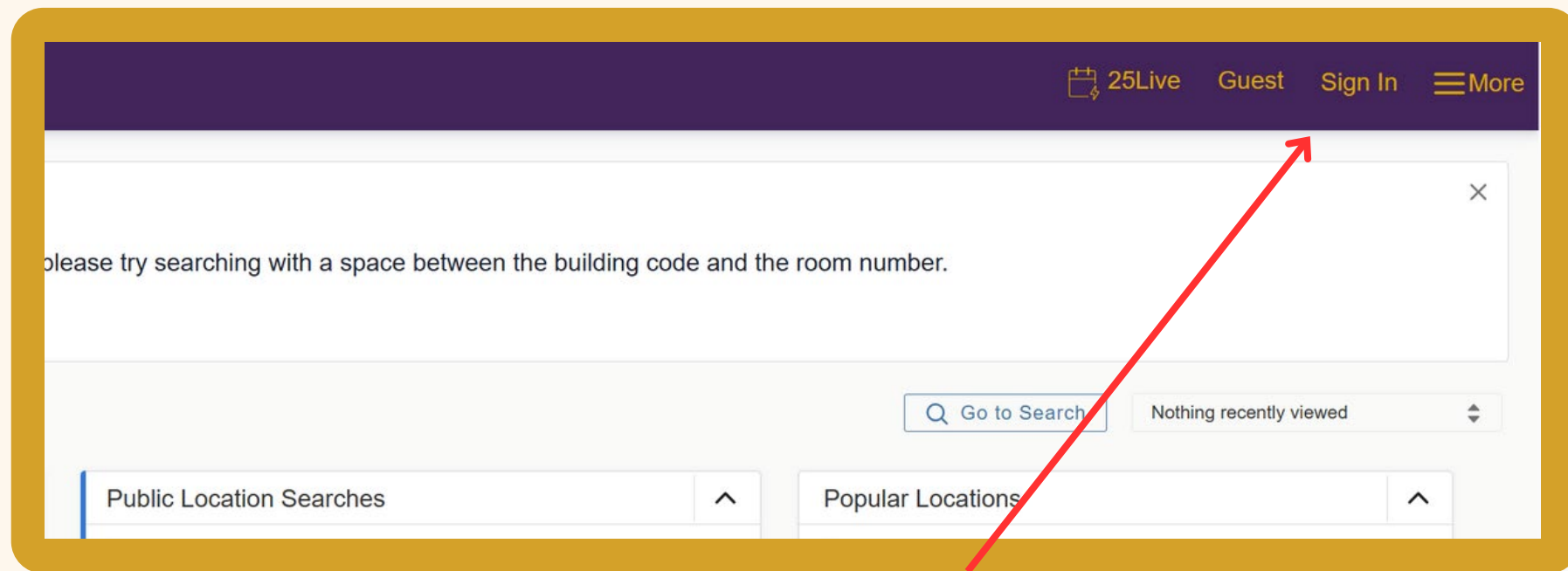


25Live is the official webbased space reservation and calendar system for West Chester University. The software provides one centralized scheduling system and data source for most events held at WCU.

[ACCESS 25LIVE](#)



# SPACE RESERVATIONS: 25LIVE



## SIGNING IN

To sign in, use your University credentials.



## YOUR ACCESS

Access varies depending on your security group.

# SPACE RESERVATIONS: 25LIVE



## USAGE

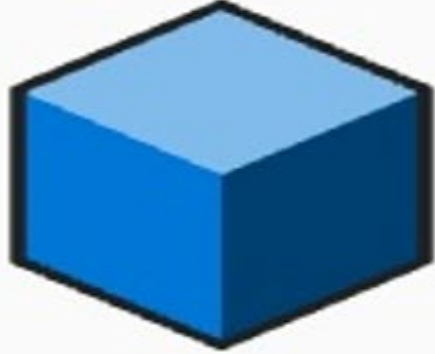
**General Purpose Classrooms** are shared academic spaces centrally managed by the Registrar's Office and used for class instruction, student education, or other like activities. Events must be compatible with the educational nature of classrooms in academic buildings. Non-class events are welcomed, cannot adversely impact the classroom, its contents, or the surrounding area.

## GUIDELINES AND POLICY

Visit the website to access the [Academic Space Usage Policy](#) and important information on layouts, food and beverage, technology, clean up, and more.

# 25LIVE: REQUESTING SPACE

**Search Locations**



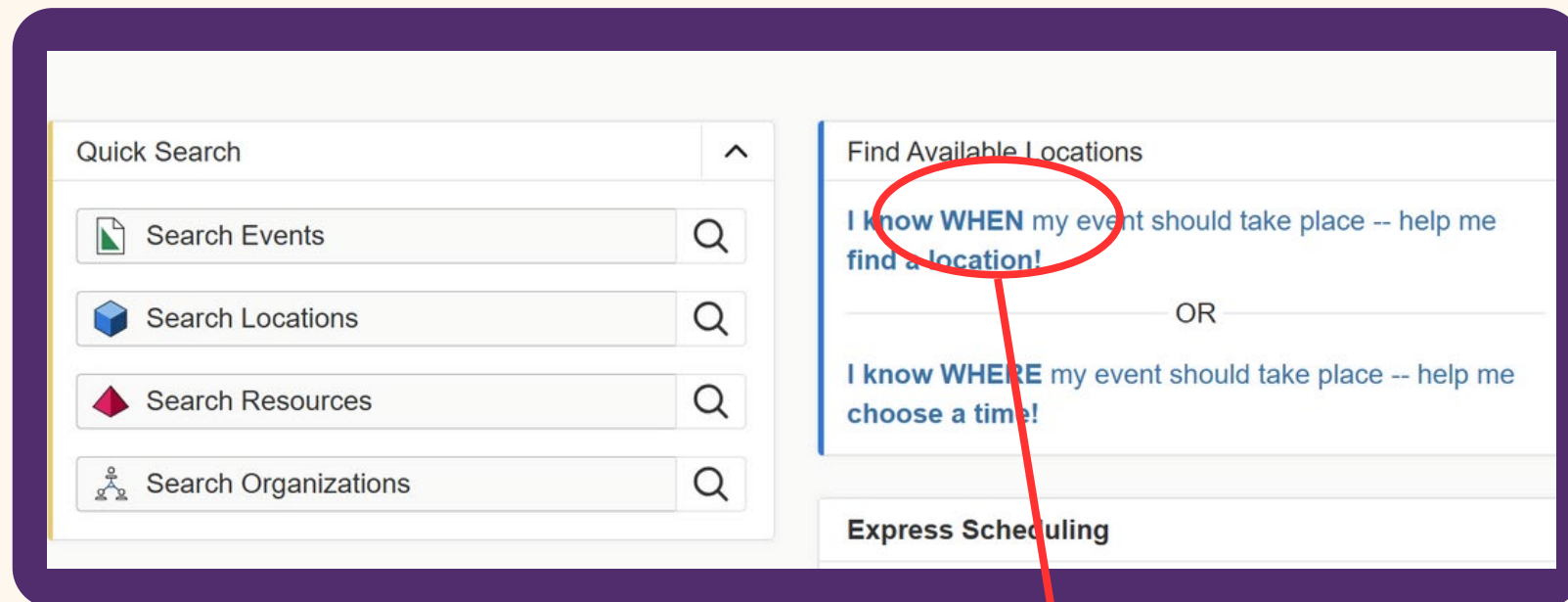
## USE THE QUICK SEARCH TOOL

- Use building codes to search by location.

## SEARCH BY DATE OR LOCATION

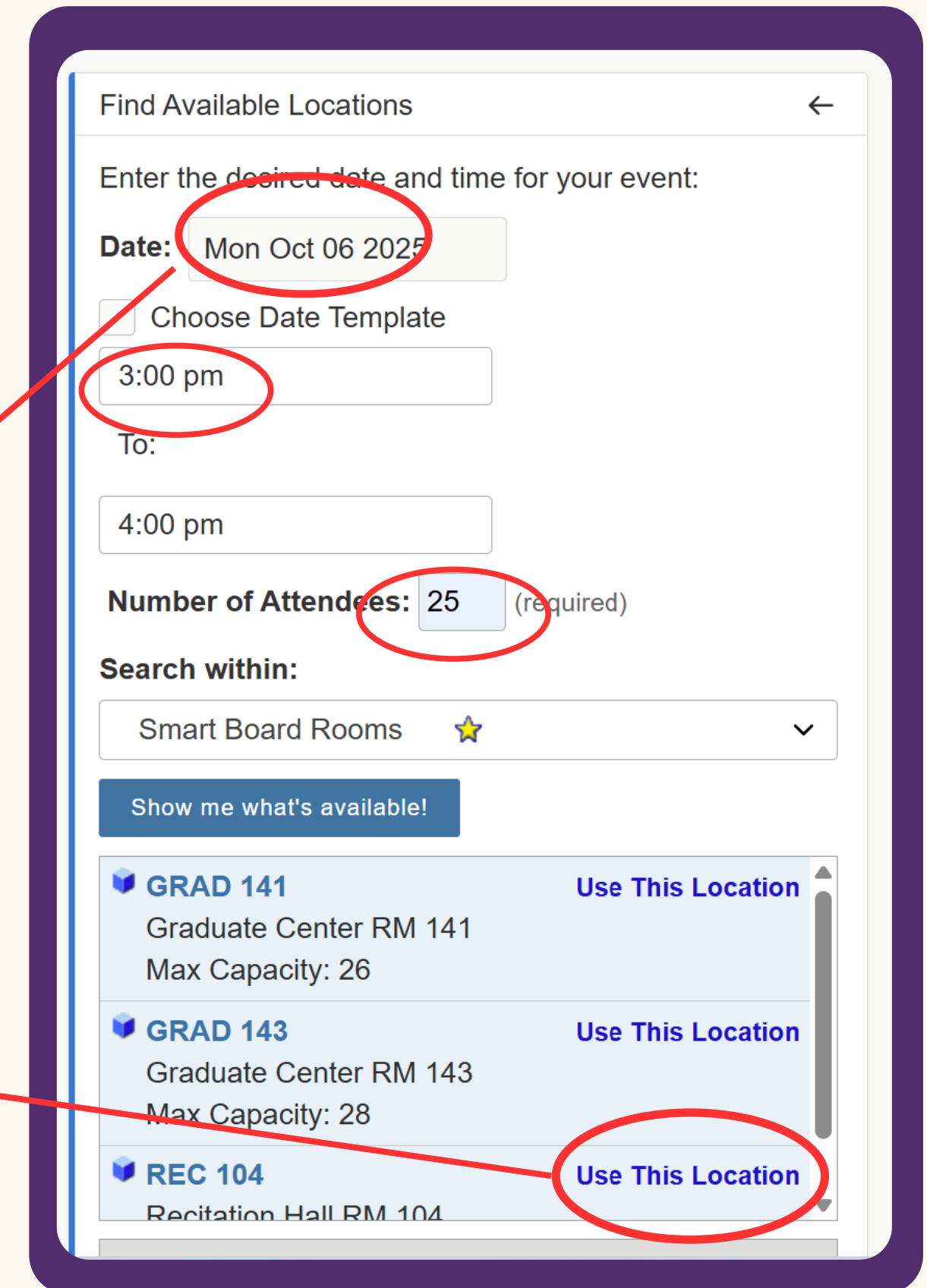
- To search by date, click on “Find Location” still need some knowledge of location.
- To search by location, click on “where” and type in your location.

# 25LIVE: REQUESTING SPACE BY DATE



## SEARCHING BY DATE

- In the main box, search by *know WHEN by event should take place*
- On the next screen, enter your date, time, number of attendees, and building, then select *show me what's available*
- Select a space that for your event.



# 25LIVE: REQUESTING SPACE BY DATE

## WORK TABS

- Note the tabs above to view Details of space , List of other events happening in the space, Availability by week and Calendar view of events .

## NEXT STEPS

- If searching by location, reserve the space by selecting the date and time you would like to reserve the space.

SYK 003 ☆  
Multicultural Center

Details List Availability (Daily) Availability (Weekly) Calendar

Include Requested ← Fri Oct 03 2025 → Select Days Separated Legend

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Fri Oct 03 2025	Closed																						
Sat Oct 04 2025	Closed																						
Sun Oct 05 2025	Closed																						
Mon Oct 06 2025	Closed																						
Tue Oct 07 2025	Closed																						
Wed Oct 08 2025	Closed																						
Thu Oct 09 2025	Closed																						
Fri Oct 10 2025	Closed																						
Sat Oct 11 2025	Closed																						
Sun Oct 12 2025	Closed																						
Mon Oct 13 2025	Closed																						
Tue Oct 14 2025	Closed																						
Wed Oct 15 2025	Closed																						
Thu Oct 16 2025	Closed																						

Fall Break 25  
Fall Break 25  
Fall Break 25  
Fall Break 25  
Fall Break 25

# 25LIVE: REQUESTING SPACE BY LOCATION

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Find Available Locations

I know **WHEN** my event should take place -- help me find a location!

OR

I know **WHERE** my event should take place -- help me choose a time!

Express Scheduling

Find Available Locations

Find Location by Name:

Go

Select your location...

MAIN 415 (Main Hall RM 415)

Show me this location's availability

## SEARCHING BY LOCATION

- In the main box, search by I know **WHERE** my event should take place.
- On the next screen, If Location Name is known, type the location code, choose specific space from drop down then select *Show Availability*
- If Location Code is not known, type the beginning letters for the location and hit “Go”, select the space by using the drop-down box and then *Show Availability*.

Find Available Locations

Find Location by Name:

Go

Loading...

Don't know the exact Location? Search by Location Groups...

# 25LIVE: THE EVENT REQUEST FORM

The screenshot displays the 25LIVE event request form. The top section is a sidebar with a red box highlighting the following fields: Event Name, Event Title for Published Calendars, Event Type, Primary Organization for this Event, Additional Organization(s) for this Event, Expected Attendance, Event Description, Event Date and Time, Locations, Additional Event Needs, Comments, Confirmation Notes, Internal Notes, Event State, Terms and Conditions, and Post-Save. The main form area contains the following fields: Event Name - Required (text input), Event Title for Published Calendars (text input), Event Type - Required (dropdown menu), Primary Organization for this Event - Required (dropdown menu with search and remove options), Additional Organization(s) for this Event (dropdown menu with an EDIT button), and Expected Attendance (text input). Below the form, there are links to view academic space guidelines, Wells School of Music general rules, and special event space policies. A 'Thank you for using 25Live.' message is followed by an 'I agree' checkbox, which is circled in red. Below this is a section titled 'After Saving This Event...' with radio button options: Go To Event Details (selected), Create Another Related Event, Create A Related Copy of This Event, Continue Editing Event, and Create Another Event. At the bottom right, there are three buttons: Cancel, Preview, and Save, with the Save button circled in red.

## COMPLETING THE FORM

- Complete the online form by filling out all the details of your event.
- You will need to know
  - Name of Event
  - Type
  - Organization
  - Approximate attendance
  - Date and time
  - Brief Description
- Agree to the terms and conditions, then *save*

# 25LIVE: PENDING RESERVATIONS

- Reservations are **TENTATIVE** until the requester receives a confirmation notification.
  - Advertising and marketing for events should not occur until the reservation is **CONFIRMED**.
  - The email confirming your submission to reserve space **DOES NOT** mean your reservation is confirmed.
- Once the reservation request has been entered into [25Live Pro](#), the requester will be limited on what they can edit, depending on the request status.
- **Reservation requests are typically reviewed within two (2) business days; however** , this may be delayed during peak times. Requests to use academic space over the weekend should be submitted by 12 pm on Thursday.
- Rain dates and/or rain locations may be requested when the original event request is submitted to anticipate possible inclement weather.
- **To cancel an event request, use the confirmation email and respond to the approving department with "Cancel" in the subject line.**
- The University reserves the right to reassign space and/or cancel events to accommodate the University community.

# Sykes Student Union Administration

Sykes Union administration manages reservations for only Sykes Student Union, SECC Ballrooms, and SECC Club 1871.

## Sykes Reservation Process

- For faculty and staff, space can be reserved through 25Live.
- [Event Set-Up Catalog](#) – view maximum capacities.
- Ram Park can also be reserved through 25Live. View guidelines and procedures for Ram Park [HERE](#)
- Spirit Enhancements (backdrop, WCU letters, 10x10 tent, various Rammy signs) can be requested [HERE](#)
- [ACCESS FLOOR PLANS OF SYKES STUDENT UNION](#)



# Sykes Student Union Administration

## [Sykes Advanced Reservation Process](#)



Sykes Union and Student Activities implemented this process in 2022 to assist student organizations and university departments with reserving space within Sykes Student Union for future events.

With limited large venues on campus and trying to meet the needs of many organizations and departments, **this process allows for space requests to be made in advance during a shared week to allow for equal opportunity to these spaces.** The current process allows an event organizer to request space up to a year in advance. This process provides more structure and creates more opportunities for all event organizers to gain access to spaces.

The next Advance Registration Process will open on Monday, February 16, 2026 at 8:00 am – Friday, February 20, 2026 at 4:30 pm for FY26-27.

# Sykes Student Union Administration

- SSU is a student-run and operated building.
- On 25Live, the “event setup time” is used for our own internal set-up. Your event setup time for your team should be included in your “Event Time” on 25Live.
- SSU has special policies and procedures that are specific to the building. Please check the website for details and information.
- **READ YOUR CONFIRMATION EMAILS**
  - These emails include the “final” information & all policies your group will be held to. This email is what we reference on the day of the event.
  - Emails must be forwarded to the event point person.
- **ALL CHANGES/CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE.**





# SECC BALLROOMS

The day-to-day management of the SECC ballrooms is the responsibility of Sykes Union and Student Activities. The Office of the Provost approves reservation requests for this campus space.

- Ballrooms A, B, & C are reserved ~~from~~ from 8:00 am-4:30 pm and are currently not available for reservations.
- Ballrooms A, B, & C can be reserved beginning at 5:30 pm ~~pm~~ and open all day on the weekend. All requests must be completed through the [SECC Ballroom Request Form](#).
- Exceptions are made on a case-by-case basis & determined by the Provost's office.
  - Decision is based on scope & scale of event, connection to unit mission, justification for the space over use of other spaces, and ability to relocate Admissions office.
  - If approved, Sykes Student Staff will communicate back and work to assist you with the event.
- Requests must be made at least **30 business days** in advance to accommodate all necessary changes in existing reservations.



# CLUB 1871

SECC, LOWER LEVEL

- Club 1871 is a faculty and Staff lounge with 40 seats varying; bar height, cafe height, and lounge seating.
- Glass walls can be open or closed upon request.
- Set-up cannot be altered. If you alter configuration, you're responsible for returning to how you found it.
- Centrally located on campus for convenience and collaboration.
- Monitors with Ram Cast and additional tech components.
- Not available to reserve MF between 8 am- 5 pm. It is accessible with any employee ID.
- To reserve in the evening or on weekends, contact Jayna Suter directly.

# Conference Services

Conference Services administration manages reservations for all external groups wishing to rent space on campus. Conference services also manages reservations for internal groups wishing to use spaces within Philips Memorial Building. Certain spaces within Philips are not listed in 25Live. Please work directly with Conference Services to reserve these spaces. For conferences involving outside guests, a facility usage fee may apply. These fees are listed in the Facility Use Policy.

## Philips Memorial Building

- Autograph Library - capacity 64 (round tables), 100 (theatre style seating).
- Lower-level conference room capacity = 40
- 3rd board room capacity – 25
- Library setup details (moving services) and AV support (IS&T Multimedia) are the responsibility of the host.
- All food must be coordinated through Aramark.



# Conference Services

## RESERVING SPACE

The lower level conference in Phillips can be reserved via 25live, as can the Phillips Board Room (employees only). Once the space is approved, you will be asked to complete the Philips Room Regulation form (below).

The Autograph Library can be reserved by contacting Mary Beth Kurimay or Leighann Keegan. You will need to complete both the Room Regulation Form and a special form just for the library to secure your reservation.

- [Autograph Library Room Reservation Form](#)
- [Philips Room Reservation Regulations Sheet](#)



# TANGLEWOOD



Requests to use Tanglewood are limited and must be approved by the President. Submit a request at least one month in advance using the [Tanglewood Request Form](#). Only the President's Office, the WCU Foundation, Vice Presidents, and Deans can submit a request. If approved, requestors are responsible for the cost and coordination of catering needs, room setup, and audio/music (if applicable).

Requestor must work directly with New Street Catering for [Catering](#), and contact [Kaysey Davis](#) to coordinate live music through the Wells School of Music.

# WCU Alcohol Policy and Form

The serving of alcohol on the WCU campus is approved only on an exception basis, and in limited designated locations. Approval must be received from the Vice President of the Division sponsoring the event, the Executive Director of the Foundation, and the President of the University at least two weeks prior to the event.

Alcohol used for University events must be paid for by the Foundation, and University Dining Services will be responsible for serving of all alcoholic beverages. *No University funds, regardless of source, may be used to purchase alcoholic beverages.*

[View the conditions, policy, and access the form .](#)



# WCU Foundation

For information on reserving event space in the Foundation ballrooms, contact *Director of Events & Communications*, Marissa Klees, at [mklees@wcufoundation.org](mailto:mklees@wcufoundation.org). You will be required to complete a WCU Foundation Rental Form. Rental fees may apply.

Please note, the WCU Catering Policy does not apply to events held at the Foundation. New Street Catering can provide catering services for events held in this space.



**NEW STREET CATERING**

# About Us

We are a full-service catering company, dedicated to meeting the varied needs of our clients by creating memorable, signature events.

Whether it's a meeting break, tailgate party, themed dinner, or evening reception, WCUCatering caters to you!

## Our Team

- Catering Director - Imani Johnson
- Front of House
  - Catering Manager, Tirzah Walker
  - Catering Supervisor, Anthony La Vecchio
- Back of House
  - Chef Manager, Michael Jennings
  - Sous Chef, Beth Mottola



# Catering 101

- When should WCU employees place an order through New Street Catering?
  - WCU contracts Aramark/New Street Catering for all dining and catering services on campus. Any food order over \$250 must be placed through New Street Catering. If we are unable to accommodate your request, you will receive a waiver.
- How far in advance should I place an order?
  - At least **5 business days before your event**, or as soon as you know the date of your event.
  - We encourage you to place your order as soon as you know your date, even if you do not know the exact details.
- Changes
  - All changes must be finalized 5 business days before your event.
  - A 10% fee will be charged for changes made between 3-5 business days before the event. A 15% fee will be charged for changes made within 3 business days before the event.
- How do I submit changes?
  - Updates can be made in the [Catertrax portal](#).

# Cancellation Policy

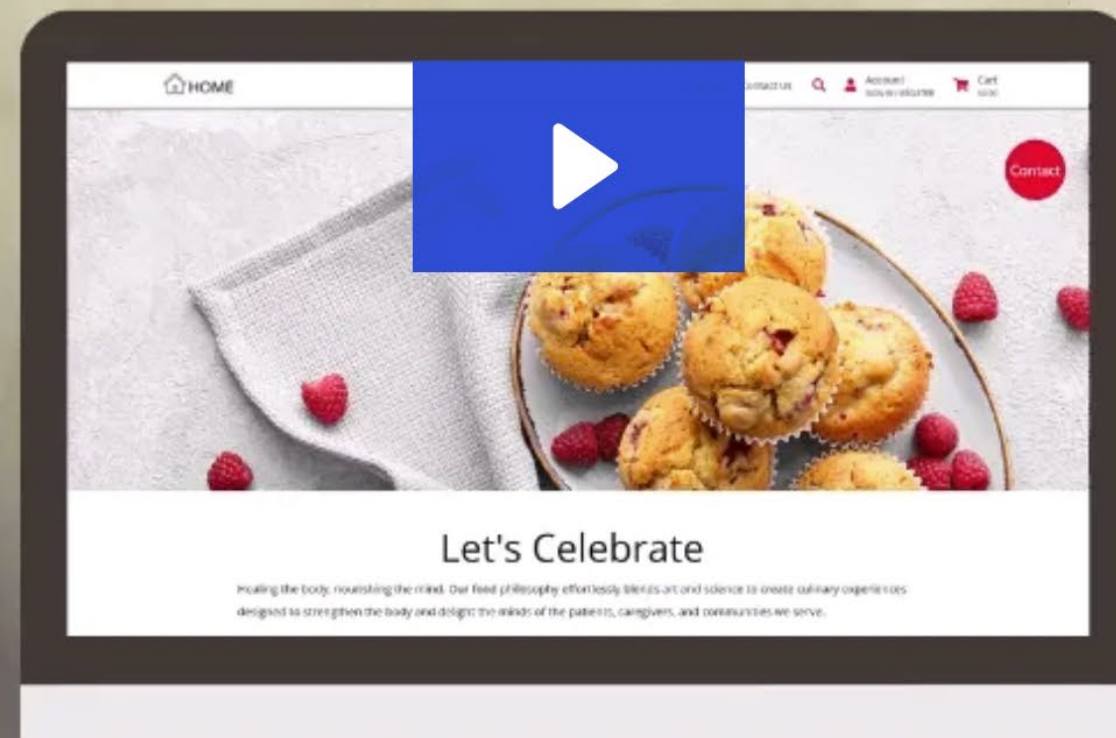
- Within 24 hours of the event, the client is responsible for 100% of the order.
- Between 24-72 hours before the event, the client is responsible for 50% of the order.
- There is no charge if the order is cancelled 72 or more hours before the event.

All outdoor events must have an inclement weather plan.



# New Street Catering

## How to Order Online



# Custom Orders

Our expert team is available to customize orders for your vision. Reach out to us at [newstreetcatering@wcupa.edu](mailto:newstreetcatering@wcupa.edu).

For custom orders, we will need the following information:

- Date of event
- Guest count
- Budget
- Style of event
- Dietary restrictions
- Initial thoughts or theme

## QUOTES

If you already have an idea of what you want but need pricing, you can place the order in Catertrax under *custom menu*, and we will get back to you by phone or email. Our team is available to discuss options to meet your budget.



# Service Options



Unless you request a pickup, our standard service is to deliver, set up and break down. There are different service options:

- Disposable\* – We use disposable equipment, and **your team is responsible for breaking down** this event.
- Standard – we use our regular equipment with eco plateware and utensils.
- Upgraded Reflection – same as standard setup, but the plateware and utensils are upgraded to disposable.
- China – we use our finer equipment.

# Other Information

## Payment

- To finalize your order, the correct payment method must be on file. We accept: Check,SSI/CostCenter#, Credit Card.
- You can link your primary form of payment to your account to make this process easier.
- We may not be able to change the payment method quickly once an invoice is processed. Please check your payment method to ensure it is processed correctly .

## Hours of Operation

- Our business hours are M-F, 7a -7pm.
- If you are booking an event that starts outside of those hours or on a holiday, there is a 10% service fee.

## Feedback Survey

- Please complete our post-catering survey. Your feedback helps us improve our program and recognize our staff for a job well done.





# Linens, Rentals, & Decor

**Linens** are available in purple, gold, white, and black.

- Standard (good for rectangular tables, 6ft or 8ft)
- Premier (good for cocktail tables and round tables)
- Napkins for china service.

**Rentals & Decor** – We can rent special equipment or supplies, if needed. A \$500 minimum is needed to complete a rental order. We will gladly shop around to order special decor. Please feel free to inquire.

**Meal tickets** – We partner with The Commons dining hall to accommodate larger groups.



# OTHER IMPORTANT DETAILS

- We do not provide tables for set up. This must be coordinated in advance with Facilities Moving Services.
- When reserving a room, please allow an additional 1 hour for catering setup, regardless of the size of your event.
- If a floor plan is created for your event, please send it to us! Otherwise, we will make the call, which may not always align with your vision.

# Campus Resources to Support Your Event

## IS&T ServiceNow - [Access Digital Media & Multimedia Services](#)

- Multimedia Consultations
- PA System Rental
- Philips Autograph Library Technology Services Request Form
- Digital Media Center Production
- Digital Signage Request Form (advertise on campus TVs)

## Facilities - [Access Work Control](#)

- Event Request Form Facilities offers support (moving services and custodial for numerous events at West Chester University. They provide support through clean up before or after events, providing tables, chairs, tents, podiums, and extra waste receptacles, unlocking and temperature controlling spaces, and a lot more. Please include all relevant information related to both the setup and removal of the event on your facilities request.

# QUICK LINKS

## 01 EVENT PLANNING

Visit the [Event Planning Guide and Policy](#) website to get begin planning your campus event.

## 02 CAMPUS & CLASSROOM SCHEDULING

[Access a contact list](#) for popular spaces on campus.

## 03 25LIVE

Access the [Quick Help for 25Live](#) website and [25Live Training Guide](#) or email [space@wcupa.edu](mailto:space@wcupa.edu)

## 04 TANGLEWOOD WEBSITE

Learn more about Tanglewood reservations and view FAQ's [HERE](#)

## 05 POLICY

Access the [FACILITIES USE POLICY](#).

## 06 NEW STREET CATERING

[Access the website](#) to place orders and learn more.

# Contact Us

25Live Space Reservations

JANINE MORRIS [smorris@wcupa.edu](mailto:smorris@wcupa.edu)

Sykes Student Union Reservations

JAYNA SUTER [jsuter@wcupa.edu](mailto:jsuter@wcupa.edu)

Tangelwood Reservations

HELEN HAMMERSCHMIDT [hammerschmidt@wcupa.edu](mailto:hammerschmidt@wcupa.edu)

Conference Services |  
Philips Library

MARY BETH KURIMAY [mkurimay@wcupa.edu](mailto:mkurimay@wcupa.edu)

New Street Catering

IMANI JOHNSON [Imani1@aramark.com](mailto:Imani1@aramark.com)

# Thank You for Joining Us Today!

The slides will be made available to you as a reference.

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TIME PERMITTING, WE WILL ANSWER RESPOND TO QUESTIONS.  
PLEASE POST YOUR QUESTIONS IN THE Q&A SECTION.