1. Click the "Homewood Space Reservation" banner on the Hopkins Groups Homepage

2. Click "FIND A SPACE"
3. Click the "Date" field.

4. Click the arrow to select your desired month.
5  Click your desired date

6  Click the "Number of People" field.
7 Click "NEXT"

1. FIND A SPACE

Additional Services (Audio-Visual, Table/Chair Rental, Additional Etc.), you must submit your request no less than 10 business days before date. For all other events, requests call 410-516-8209

<table>
<thead>
<tr>
<th>EVENT END DATE</th>
<th>EVENT START TIME</th>
<th>EVENT END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC 7 2023</td>
<td>08:00 AM</td>
<td>11:30 PM</td>
</tr>
</tbody>
</table>

PEOPLE

BUILDING

SELECT AN AREA

Fields highlighted blue are mandatory
8 Click the check mark next to your desired location. Rooms will be displayed based on possible availability. Click on the room to view room capacities and amenities.

9 Click "NEXT"
10. Click this text field.

11. Click "COMPANY INFORMATION"
12 Click this text field.

13 Type "LEED"
14 Click "ABOUT EVENT"

15 Click this text field.
16 Click "OTHER DETAILS"

17 Click this text field.
18 Click "REGISTERED STUDENT ORGANIZATION"

19 Click this field. Enter multiple event dates, or reoccurring event dates here.
20 Click this text field.

21 Click "CLASSROOM"
22 Click this field.

8:00 am

SETUP PREFERENCE
Please indicate setup preferred

CLASSROOM

A/V SETUP
If yes, please specify AV equipment or support needed below. All AV request must be submitted 10 business days prior to event start date. If no, please enter NA below.

COST
If you are a department organization, please cover any event costs. Number may vary.

GUEST PARKING NEEDED?

SELECT

WILL FOOD BE PROVIDED AT THE EVENT?

WILL ALCOHOL BE PROVIDED AT THE EVENT?

23 Click this text field.

8:00 am

SETUP PREFERENCE
Please indicate setup preferred

CLASSROOM

A/V SETUP
If yes, please specify AV equipment or support needed below. All AV request must be submitted 10 business days prior to event start date. If no, please enter NA below.

COST
If you are a department organization, please cover any event costs. Number may vary.

GUEST PARKING NEEDED?

SELECT

WILL FOOD BE PROVIDED AT THE EVENT?

WILL ALCOHOL BE PROVIDED AT THE EVENT?
24 Click Guest Parking

25 Click the appropriate answer
26 Click this text field.

ASSROOM

A/V SETUP
is, please specify AV equipment or support ed below. All AV request must be submitted
since prior to event start date. If no, please
enter NA below.

Projector and Screen

GUEST PARKING NEEDED?

WILL FOOD BE PROVIDED AT THE EVENT?
- PREPARED BY LICENSED CATERER/RESTAURANT
- PREPARED BY ORGANIZATION/DEPARTMENT
- PRE-PACKAGED AND/OR DRY SALE GOODS
- POTLUCK

A/V NEEDED
Do you require AV?
- YES
- NO

COST CENTER/NO NUMBER
If you are a department or registered student
organization, please provide a budget number to
cover any event charges. Not providing a budget
number may slow down your request being
processed.

WILL ALCOHOL BE PROVIDED? (MUST BE
DISTRIBUTED BY LICENSED CATERER/BARTENDER)
- YES
- NO

PLEASE LIST ANY SPECIAL ACCOMMODATIONS
SUCH AS (MUSIC, LIVE PERFORMANCES, ALCOHOL,
ETC.) FOR THIS EVENT.

27 Enter your Cost Center or Internal Order Number (800XXXX)
28. Click the appropriate response.

CLASSROOM

A/V SETUP
If yes, please specify AV equipment or support needed below. All AV request must be submitted 10 business prior to event start date. If no, please enter NA below.

Projector and Screen

GUEST PARKING NEEDED?
NO

WILL FOOD BE PROVIDED AT THE EVENT?
✔ YES, PREPARED BY LICENSED CATERER/RESTAURANT
✔ YES, PREPARED BY ORGANIZATION/DEPARTMENT MEMBERS
✔ YES, PRE-PACKAGED AND/OR BAKE SALE GOODS
✔ YES, POTLUCK
✔ NO

A/V NEEDED
Do you require AV?

☐ YES
☐ NO

COST CENTER/JO NUMBER
If you are a department or registered student organization, please provide a budget number to cover any event charges. Not providing a budget number may slow down your request being processed.

1100330003

WILL ALCOHOL BE PROVIDED? (MUST BE DISTRIBUTED BY LICENSED CATERER/BARTENDER)

☐ YES
☐ NO

PLEASE LIST ANY SPECIAL ACCOMMODATIONS SUCH AS (MUSIC, LIVE PERFORMANCES, ALCOHOL, ETC.) FOR THIS EVENT.

--

29. Click the appropriate response.

CLASSROOM

A/V SETUP
If yes, please specify AV equipment or support needed below. All AV request must be submitted 10 business prior to event start date. If no, please enter NA below.

Projector and Screen

GUEST PARKING NEEDED?
NO

WILL FOOD BE PROVIDED AT THE EVENT?

☐ YES, PREPARED BY LICENSED CATERER/RESTAURANT
☐ YES, PREPARED BY ORGANIZATION/DEPARTMENT MEMBERS
☐ YES, PRE-PACKAGED AND/OR BAKE SALE GOODS
☐ YES, POTLUCK
☐ NO

---

CLICK HERE FOR HELP
EVENT AND CONFERENCE SOFTWARE
30  Click the appropriate response.

31  Enter the appropriate response.
32  Click the appropriate response.

- YES, PREPARED BY ORGANIZATION/DEPARTMENT MEMBERS
- YES, PRE-PACKAGED AND/OR BAKE SALE GOODS
- YES, POTLUCK
- NO

WILL THERE BE MINORS (INDIVIDUALS BETWEEN 0-17 YEARS OF AGE, EXCLUDING JHU STUDENTS) OTHER THAN JHU STUDENTS ATTENDING THIS EVENT?
- YES
- NO

ARE YOU SELLING TICKETS TO THIS EVENT?
- YES
- NO

IF OUTSIDE GUEST ARE ATTENDING, PLEASE INDICATE THE NUMBER EXPECTED.

33  Click the appropriate response.

- YES, POTLUCK
- NO

WILL THERE BE MINORS (INDIVIDUALS BETWEEN 0-17 YEARS OF AGE, EXCLUDING JHU STUDENTS) OTHER THAN JHU STUDENTS ATTENDING THIS EVENT?
- YES
- NO

ARE YOU SELLING TICKETS TO THIS EVENT?
- YES
- NO

IF OUTSIDE GUEST ARE ATTENDING, PLEASE INDICATE THE NUMBER EXPECTED.

- GUEST SPEAKERS/PERFORMERS/EQUIPMENT RENTAL
  Guest Speakers/Performers/Equipment Rental. Please check all that apply.
34 Click the appropriate response.

35 Click the appropriate response.
36 Click the appropriate response.

37 Click the appropriate response.
38 Click the appropriate response.

39 Click the appropriate response.
40  Enter the appropriate response.

41  Click the appropriate response.
42  Click "NEXT"

3. INQUIRY

In blue, if you are needing multiple rooms for this request, please specify the room under the "Other Details" tab in the notes section below.

43  Click "CONFIRM"

4. INQUIRY

We will review the request and send a confirmation within 24 hours. For the following period:

Start Time: 08:00 AM
Start Date: Dec 7, 2023
End Time: 11:30 PM
End Date: Dec 7, 2023

Other Details:
Number of People: 100

Last Name
Once you submit your event in KX you will need to submit that event in HG!

44 Click "Groups"

Hi, Calvin!
See what's happening in United States.
45  Click "Groups"

46  Navigate to your organization
47 Click "Events"

Financial Organization

Accounting Book
Track your budget allocations and expenses.

Surveys & Forms

Events
All your events, registrations, sales and attendance.

18 Past Events

Website

Recent Feed Posts
Keep your members updated!

Activity

TODAY

Officer login: Calvin Smith

See more activity: 2 weeks • 3

48 Click "Create Event"

To Date - Event Tags - Event Date ▲

[Delete]
49 Select the appropriate platform template

50 Click the "* Event Name" field.

1 What

* Event Name

* Description

- Detailed description (HTML design)

* Event Type

- Select -

Event Tags
51 Click the "* Start Date" field.

How do you want your attendees to contact you?
- Start a group chat with the organizing team
- Send an email to the event coordinator

2 When

* Start Date
* Start Time
End Date
* End Time
* Time Zone
(UTC-05:00) Eastern Time (US & Canada)
Custom time instructions

52 Click the date

Import Team Members
Only the event coordinator and officers of the host group added as team members can mai

How do you want your attendees to contact you?
Start a group chat with the organizing team
Send an email to the event coordinator

Create Activity Stream
Stay in tune with your event via
Show more

When

* Start Date
End Date
* Time Zone
(UTC-05:00) Eastern Time (US & Canada)
53 Click this dropdown.

Stay in tune with your event via the CampusGroups Chat.
Show more

Start Time: 01:00 PM
End Time: 01:00 PM

0) Eastern Time (US & Canada)

Delete  Save as Draft  Create Event  Event Activity Log

54 Click this dropdown.

Stay in tune with your event via the CampusGroups Chat.
Show more

Start Time: 08:00 PM
End Time: 09:00 PM

Eastern Time (US & Canada)

Delete  Save as Draft  Create Event  Event Activity Log
Click the "Location Name" field. Note - You may not know this information yet. It is appropriate to check the "TBD" box until you receive your confirmation from SES.

Click this button.

You don't want people to register anymore.

1 from/to
57 Click this dropdown. Select the appropriate RSO.

Event Registration Request Form 22-23

Event Location and Type

Registered Student Organization/Department *

- Select Group -

Event Location: *

- Tabling, Outdoor (1-2 tables)
- On-Campus, Indoor (Homewood)
- On-Campus, Outdoor (Homewood)
- Off-Campus Social (at Residence)
- Off-Campus Social (at Third Party Vendor)
- Off-Campus (General Program)
- Club Sports, Intramural, Athletics Practice or Event (Athletics Complex)
- Virtual

58 Click the appropriate response.

Event Location and Type

Registered Student Organization/Department *

Alpha Eta Mu Beta

Event Location: *

- On-Campus, Indoor (Homewood)
- On-Campus, Outdoor (Homewood)
- Off-Campus Social (at Residence)
- Off-Campus Social (at Third Party Vendor)
- Off-Campus (General Program)
- Club Sports, Intramural, Athletics Practice or Event (Athletics Complex)
- Virtual

Event Type: *

- Executive Board Meeting
59 Click the appropriate response.

- On-Campus, Outdoor (Homewood)
- Off-Campus Social (at Residence)
- Off-Campus Social (at Third Party Vendor)
- Off-Campus (General Program)
- Club Sports, Intramural, Athletics Practice or Event (Athletics Complex)
- Virtual

**Event Type:**
- Executive Board Meeting
- General Body Meeting
- General Event or Program
- Rehearsal or Practice

**Group Category:**
- (Primary) Performance and Visual Arts
- (Primary) Cultural and Identity
- (Primary) Center for Social Concern
- (Primary) Fraternity and Sorority Life
- (Primary) Graduate Student Organization

60 Click the appropriate response.

- General Body Meeting
- General Event or Program
- Rehearsal or Practice

**Group Category:**
- (Primary) Performance and Visual Arts
- (Primary) Cultural and Identity
- (Primary) Center for Social Concern
- (Primary) Fraternity and Sorority Life
- (Primary) Graduate Student Organization
- (Primary) Programming Boards/Lecture Series
- (Primary) Sports Club
- (Primary) Varsity Team
- (Primary) Other SGA Category
- All other Registered Student Organizations

Other SGA Categories include...
61 Click "Next"

62 Click the "Room Location (Building Name, Room Number)"

RSO Space Confirmation

For any space request on campus, you will need to submit confirmation from the department (which includes Scheduling Event Services). The event will be declined if we do not receive written confirmation uploaded to this form within 48 hours of your confirmation from Scheduling Event Services.

Room Location (Building Name, Room Number) *

Please upload your confirmation from the department representative.

By submitting this confirmation, I am confirming that require the services of Scheduling Event Services or another.

Save As Draft
Click "Upload file" This should be your confirmation from Scheduling Events Services. Your event will not appear on Hopkins Groups until the confirmation is uploaded.

Click "Done"
65 Click the "Yes, I confirm my RSO does not need any services from Scheduling Event Services." field.

66 Click "Next »"
67 \hspace{1em} \textbf{Click the "Yes" field.}

- Food
- Amplified Sound
- Off-campus Speaker/Performer/Equipment Rental
- Civic Demonstration
- Civic Speaker
- Voter Registration
- Selling Event Tickets
- Fundraiser

Insert the scheduled meeting date and time in the space below.

\begin{itemize}
  \item Does your event contain any of the elements listed above or did you receive a communication from Scheduling Event Services indicating you need to schedule a meeting with a LEED Consultant? *
\end{itemize}

68 \hspace{1em} \textbf{Click "click here"}

**CONSULTANT MEETINGS WILL NOT HAPPEN OVER THE SUMMER FEATURE TO COMMUNICATE WITH LEED ABOUT**

Based on information for your event request, you are required to meet with a LEED consultant within 3 days of submitting the meeting with a LEED Consultant, click here. All meetings are held in person, in the LEE.

If you cannot attend the meeting in person, please re-schedule or send a different officer who can attend the in-person.

Some of the reasons you are required to meet with a LEED Consultant include:

- More than 75 event attendees
- Minors in attendance
- Film showing
- Food
- Amplified Sound
- Off-campus Speaker/Performer/Equipment Rental
- Civic Demonstration
- Civic Speaker
- Voter Registration
- Selling Event Tickets
- Fundraiser

Insert the scheduled meeting date and time in the space below.
69  Click "13"

70  Click "10:00 AM"
Click the "3003 N. Charles St., The LaB" field.

Click "Submit"
73 Click the "LEED Consultant Meeting Date"

- Fundraiser

Insert the scheduled meeting date and time in the space below.

Does your event contain any of the elements listed above or did you receive a communication from Scheduling Event Services indicating you need to schedule a meeting with a LEED Consultant? *

- Yes
- No

LEED Consultant Meeting Date: *

LEED Consultant Meeting Start Time: *

74 Click the "LEED Consultant Meeting Start Time:"

Does your event contain any of the elements listed above or did you receive a communication from Scheduling Event Services indicating you need to schedule a meeting with a LEED Consultant? *

- Yes
- No

LEED Consultant Meeting Date: * 07 Nov 2023

LEED Consultant Meeting Start Time: *
Click the "LEED Consultant Meeting Start Time:

- Does your event contain any of the elements listed above or did you receive a communication from Scheduling Event Services indicating you need to schedule a meeting with a LEED Consultant? *
  - Yes
  - No

- LEED Consultant Meeting Date: * 07 Nov 2023

- LEED Consultant Meeting Start Time: *

Save As Draft

Click "Next »"
Click the "I have read and understand the organization's responsibility, and my responsibility as the submitter of this event form, to adhere the stated JHU financial policies." field.

---

Click the "I have read and understand the organization's responsibility, and my responsibility as the submitter of this event form, to adhere the stated JHU policies." field.
Sign your name

Experiential Development (LEED) staff members, my advisor, and/or Category Coordinator to execute contracts and payments.

By checking this box I am indicating that I understand this event is subject to JHU Student Life Policies, local, state, and federal laws.

I have read and understand the organization's responsibility, and this event form, to adhere the stated JHU policies.

By checking the box above I am indicating that I understand this event is subject to Law, and Maryland state law.

By submitting this form with my electronic signature, I hereby declare this information to be truthful and accurate. If any information is found to be false, the event submitted could be subject to additional review. The person submitting the event will also be subject to adjudication through the Office of the Dean of Student Life.

Click "Next »"

Ys responsibility, and my responsibility as the submitter of policies.

and this event is subject to JHU Student Life Policies, Baltimore City

Made with Scribe - https://scribeshow.com
Click this button field.

be sure to check your Hopkins Groups chat often to prevent any