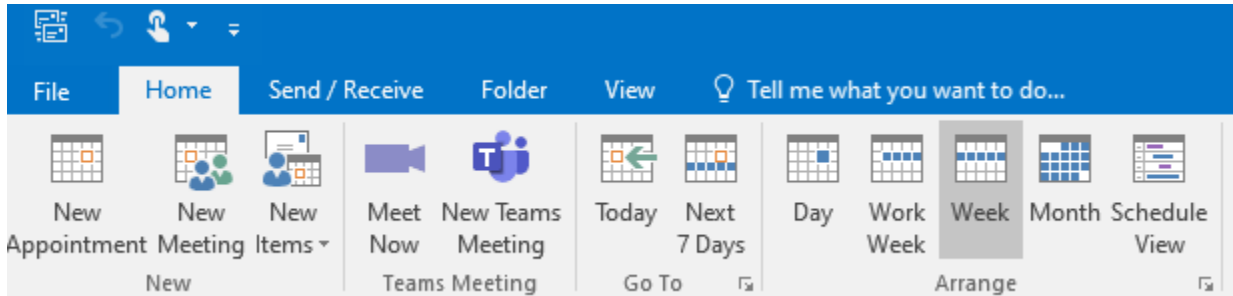
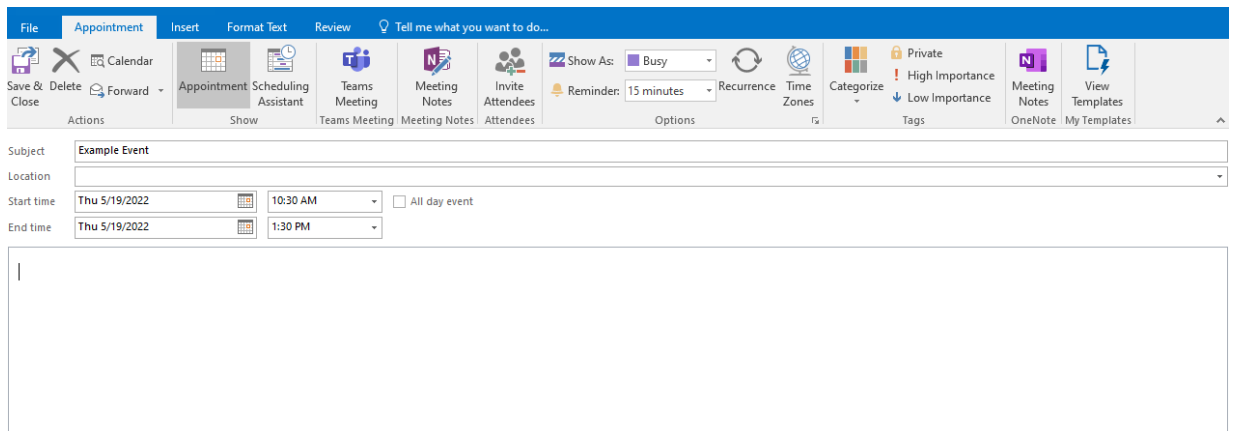


How to request a room for an internal meeting or event

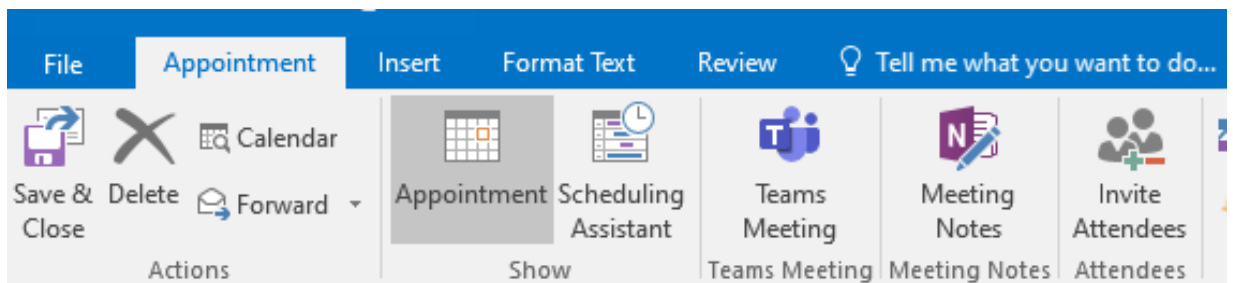
1. Open outlook and click on the calendar tab
2. In the upper left hand corner click “New Appointment”



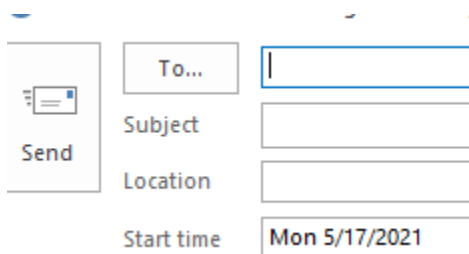
3. Create your event adding subject, start time and end time. Leave the location blank in this step.



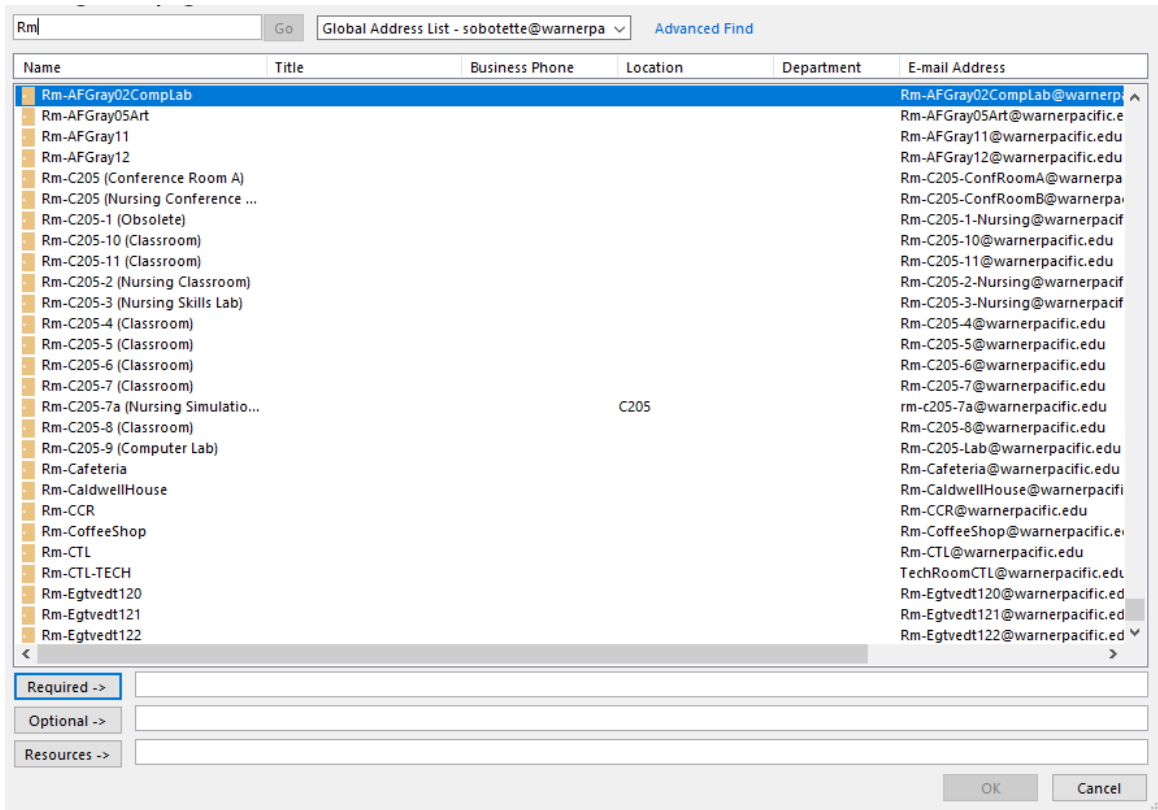
4. Click on “Invite attendees”



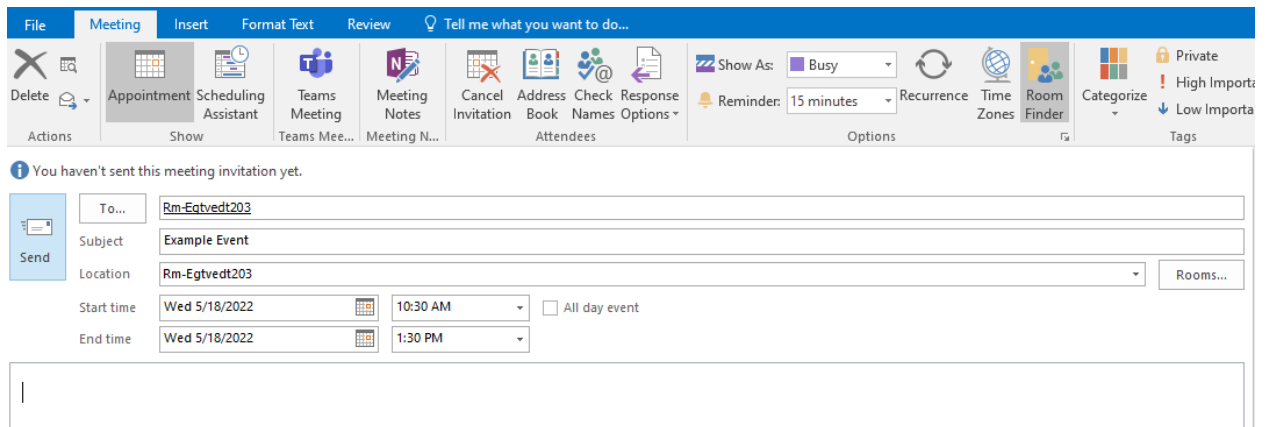
5. Click the “to” button.



- In the search bar type “rm” and hit enter. This will bring up a list of all campus rooms. If you are looking for an outdoor space (AF gray lawn, parking lots, etc.) type “outdoor” and a list of those space will appear.



- Double click on the room you would like to reserve. This will add it to the required section below.
- Click “ok”
- Notice that the room location is updated to the room as well.



- If your event is located in McGuire Auditorium, Kardatzke Hall, Egtvedt 203, or CC Perry Gymnasium, you will need to fill out an Internal Events Request Form. [WPU Internal Events Request Form](#)

11. Your request will be sent to Mary Clayton, Alumni and Events Officer (it will also be sent to Diane Minor, Lyne Bacon, and Cheri Martin as back up if Mary is not available). If there are any questions we will reach out to you via email to let you know if your event is approved or, if there is a scheduling conflict.
12. If there is a scheduling conflict, check the room's availability by adding the room to your calendar list as you would with coworkers. **OR** you can use scheduling assistant in outlook to help find an available time.
13. **Catering:** Contact Sodexo for all catering needs and to order table linens.

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