

## How to Request an Event using Ad Astra

Navigate to the Astra internal request form (must use Mozilla Firefox or Google Chrome Incognito)

*\*You cannot click the link or save it as a bookmark. You **must** copy and paste.*

- <https://www.aaiscloud.com/DaltonStateC/Events/EventReqForm.aspx?id=c8eddfb6-8a4c-4236-9cb7-76cc04f690db>

You will be brought to the request form. \*Completing this form **does not** guarantee your reservation. First, you will receive an email stating that your request has been received. Once your request has been approved, you will receive a second email with a reservation number stating the event is approved.

### **Internal User Facility Request Form**

*\*You will need to fill out all the **required\*** sections on the request form.*

### Contact Information

This needs to be filled in with your information to proceed in the request process.

#### Internal User Facility Request Form

Please fill out the following form as applicable. Completing this form does not guarantee your reservation. You will receive a response with a reservation number once availability has been verified and your request has been approved.

\* Contact Name:

\* Customer name:

\* Email Address:

\* Phone Number:

### Event Information

The Event Title can be viewed by anyone looking at the calendars. Be sure to write an appropriate and descriptive title. Please provide any details Events Management may need to know about the event being requested.

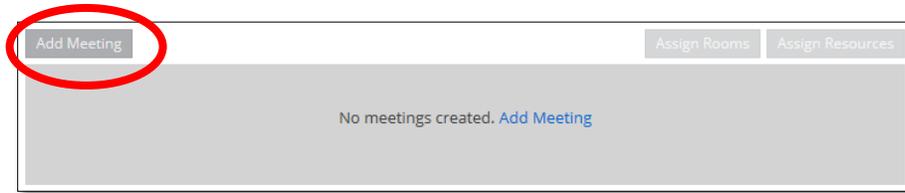
\* Event Title:

\* Event Description:

What type of event will this be? (example:  
Meeting)

\* How many attendees are expected?

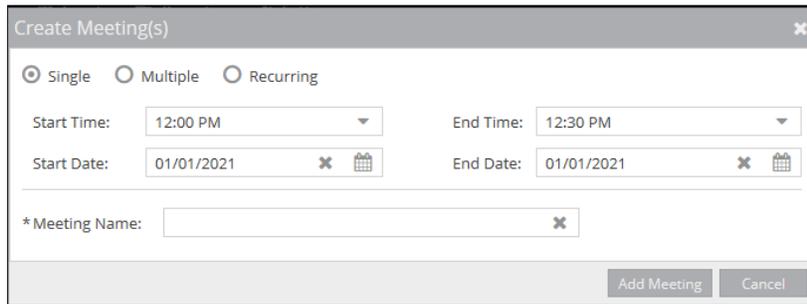
## Click Add Meeting



Select the type of meeting recurrence first (**Single, Multiple, or Recurring**) that is at the top of the box. Then, choose the start and end time, and select your date(s).

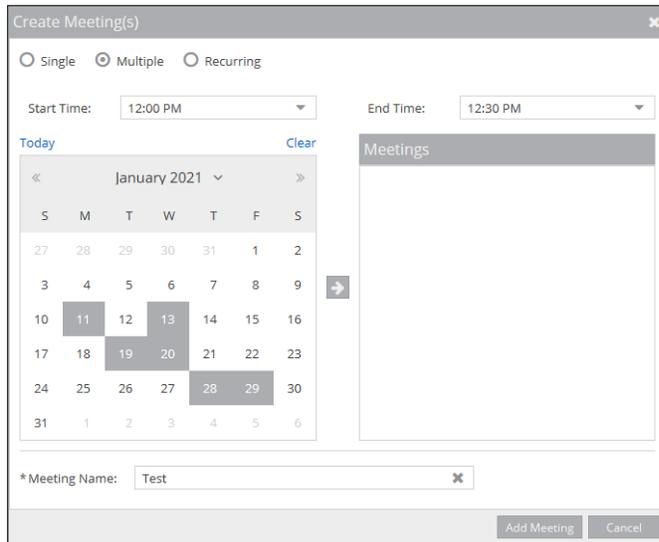
### ➤ *Single Meetings*

The default meeting option is Single Meeting(s). You can enter a time, browse dates, and select a meeting date.

A screenshot of the "Create Meeting(s)" dialog box. At the top, there are three radio buttons: "Single" (selected), "Multiple", and "Recurring". Below these are two rows of time and date pickers. The first row has "Start Time:" set to "12:00 PM" and "End Time:" set to "12:30 PM". The second row has "Start Date:" set to "01/01/2021" and "End Date:" set to "01/01/2021". Below the date pickers is a text input field for "\* Meeting Name:" which is currently empty. At the bottom right, there are two buttons: "Add Meeting" and "Cancel".

### ➤ *Multiple Meetings*

Creating multiple dates creates a meeting group. **Meeting groups** are displayed as individual dates within the group. This is used when there is not a clear recurring pattern. The dates will turn gray when selected, and you will be asked to give the dates a group name.

A screenshot of the "Create Meeting(s)" dialog box. The "Multiple" radio button is selected. The "Start Time:" is "12:00 PM" and "End Time:" is "12:30 PM". Below the time pickers is a calendar for "January 2021". The calendar shows dates from 27 to 31. Several dates (11, 12, 13, 19, 20, 28, 29) are highlighted in gray. To the right of the calendar is a "Meetings" list, which is currently empty. Below the calendar is a text input field for "\* Meeting Name:" containing the text "Test". At the bottom right, there are two buttons: "Add Meeting" and "Cancel".

### ➤ *Recurring Meetings*

The Recurring option allows you to define a pattern to create a recurring series of meetings. A recurring meeting will appear as a list of meeting dates.

Work your way down this box starting with the Start and End times. Pay special attention to the Recurrence Pattern and select the appropriate pattern for your meeting (daily meetings, weekly, every two weeks, every Tuesday and Thursday, the first and third Wednesday of every week, etc.).  
Select the pattern first (Daily, Weekly, Monthly or Yearly), and then fill in the information that is specific to each pattern. Remember to fill in the **Date Range Start and End** or select how many occurrences before the event is complete.

Create Meeting(s)

Single  Multiple  Recurring

Start Time: 12:00 PM End Time: 12:30 PM

Recurrence Pattern

Daily  Weekly  Monthly  Yearly

Every 1 day(s)  Every weekday

Start: 01/11/2021  End after 10 occurrences  End by 01/20/2021

Recurrence Summary

Every 1 day(s) effective 01/11/2021 until 01/20/2021 from 12:00 PM to 12:30 PM.

\* Meeting Name: Test

Add Meeting Cancel

**\*After you select the dates and times for your event (whether it is for a single, multiple, or reoccurring meeting), you must click the Add Meeting button (see above image). Then, click on Assign Rooms to assign spaces (see image below)**

Add Meeting ! Assign Rooms Assign Resources

x + Test

## Click Assign Rooms

Room	Name	Building	Configuration	Room Type
0120 0105	Conference...	BROWN CEN...	Social Distan...	Multipurpo
0030 Lower Level Pope	Lower Leve...	POPE STUDE...	Default	Lobby
0030 Pope Patio	Pope Patio	POPE STUDE...	Default	Patio
0040 0215	Classroom	BANDY GYM...	Default	Classroom
0030 STAGE Upper Pope	STAGE Upp...	POPE STUDE...	Stage	Multipurpo
0030 Rage Avenue	Rage Avenue	POPE STUDE...	Default	Sidewalk
0030 Quad/ Bell Tower	Quad/ Bell ...	POPE STUDE...	Default	Athletic Fie
0020 Front Lawn	Front Lawn	WESTCOTT H...	Default	Sidewalk
0080 Main Level Foyer	Main Level ...	HEALTH PRO...	Foyer	Hallway/Co
0090 First Floor Foyer	First Floor ...	LORBERBAU...	Default	Hallway/Co
0070 Patio	Patio	ROBERTS LIB...	Default	Patio
0020 Lower Quad	Lower Quad	WESTCOTT H...	Default	Hallway/Co
0020 0108	Lower Leve...	POPE STUDE...	Default	Confere...

Here you can filter out your request to help find you a room (best to use when you don't know what room you want) or you can simply look for the room you want (the **Building** or **Room Filter** can help you find a specific room faster).

- To use the filter, click on the plus sign next to the category (building, room, region, room type) you wish to filter. **Once you have filtered your building and room, click "Search" in the top left corner to populate those rooms.**

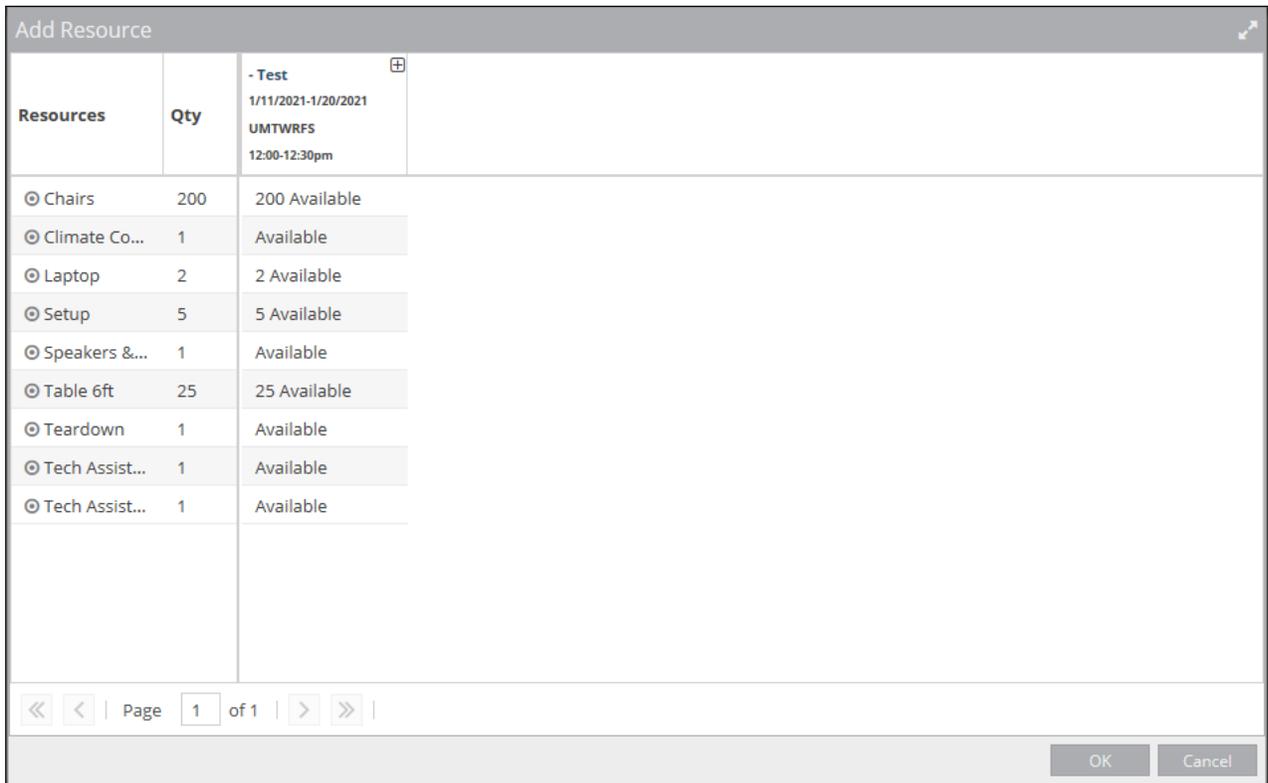
Rooms that are available will appear gray or white and say "Available". Rooms that are unavailable **will not appear** on the list. To select the room you want, click the "Available" beside the room. It will appear in Green and then read "Selected".

You can select multiple rooms for the same date if you require multiple rooms. If your request includes multiple dates, you will select rooms for each date. The dates will appear at the top of the "Assign Room" box. Once you have selected all of your rooms, click "OK" (in the bottom right corner). If you do not click this, your rooms will not save, and you will need to select them again.

## Click Assign Resources



The screenshot shows a meeting management interface. At the top, there are three buttons: "Add Meeting" with a red exclamation mark icon, "Assign Rooms", and "Assign Resources". The "Assign Resources" button is circled in red. Below the buttons, there is a meeting entry: a red "X" icon, a plus sign, and the text "Test".



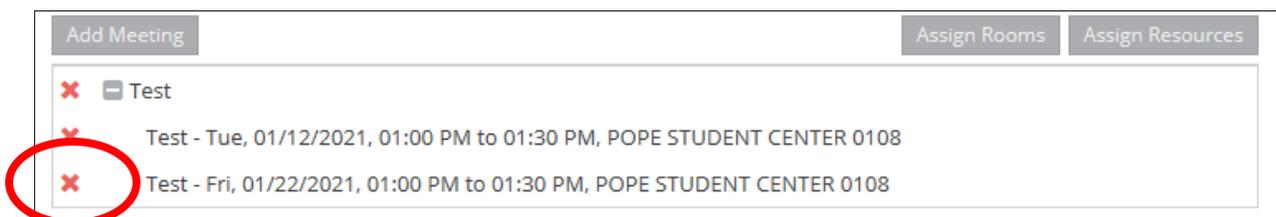
The screenshot shows the "Add Resource" dialog box. It has a title bar "Add Resource" with a close icon. The dialog contains a table with the following data:

Resources	Qty	
		- Test 1/11/2021-1/20/2021 UMTWRFS 12:00-12:30pm
<input type="radio"/> Chairs	200	200 Available
<input type="radio"/> Climate Co...	1	Available
<input type="radio"/> Laptop	2	2 Available
<input type="radio"/> Setup	5	5 Available
<input type="radio"/> Speakers &...	1	Available
<input type="radio"/> Table 6ft	25	25 Available
<input type="radio"/> Teardown	1	Available
<input type="radio"/> Tech Assist...	1	Available
<input type="radio"/> Tech Assist...	1	Available

At the bottom of the dialog, there is a pagination control: "Page 1 of 1" with navigation arrows. In the bottom right corner, there are "OK" and "Cancel" buttons.

Resources are not a required section on the form. However, if you need any resources, a list of available resources for the date/times you have chosen will appear. Resources that are available will appear gray or white and say "Available". Resources that are unavailable will appear red and say "unavailable". When you select a resource, it will appear in Green and then read "Selected". Once you have selected all of your resources, click "OK" (in the bottom right corner). If you do not click this, your resources will not save, and you will need to select them again.

You will see that your Meeting Line now lists a date, time, and room.



The screenshot shows the meeting management interface. At the top, there are three buttons: "Add Meeting", "Assign Rooms", and "Assign Resources". Below the buttons, there is a meeting entry: a red "X" icon, a minus sign, and the text "Test". Below this, there are two meeting entries, each with a red "X" icon and text: "Test - Tue, 01/12/2021, 01:00 PM to 01:30 PM, POPE STUDENT CENTER 0108" and "Test - Fri, 01/22/2021, 01:00 PM to 01:30 PM, POPE STUDENT CENTER 0108". The first red "X" icon is circled in red.

*\*To delete a meeting you have added, you can click the red X that appears beside the meeting you created.*

## Describing Services

Here you can describe any services you will need and how you would like the set up to be for your event. Examples: table set up (U-Shape, Banquet, Theater, etc.), podium in the front of room, 3 tables against the wall for catering, etc. Please refer to the **Room Set-up Drawings** attachment for table set up styles.

Remember if catering is needed, please contact Aladdin directly at (706)-272-4441 or at [catering@daltonstate.edu](mailto:catering@daltonstate.edu) .

\*Please describe your services: A/V, tables/chairs, drop cord, security, climate control, or other needs. If catering is needed, Aladdin is the required caterer for campus events. Catering reservations are made by faculty, staff or DSC guests by contacting Aladdin directly at [706-272-4441](tel:706-272-4441) or at [catering@daltonstate.edu](mailto:catering@daltonstate.edu). A FOOD SAFETY FORM IS REQUIRED is available at [www.daltonstate.edu/environmental-occupational-risk/](http://www.daltonstate.edu/environmental-occupational-risk/) or EHS departmental website through My Dalton State.

## RSO Requirement Only

All RSOs must send the **signed** and **approved** RSO required documentation ([Event Request Form](#)) that is received from Student Life to [Events@daltonstate.edu](mailto:Events@daltonstate.edu)

RSO ONLY: I have submitted my RSO required documentation (Event Request Form) to Student Life for event approval. I understand my Ad Astra Facility Request Form will be denied if required documentation has not been approved by Student Life.

RSO ONLY:  
Please send proof of approved RSO [Event Request Form](#) to [events@daltonstate.edu](mailto:events@daltonstate.edu)

Submit

Hit **“Submit”** at the bottom to complete the request. You will receive an email confirming that your request has been submitted. If the request is approved, you will receive a Room Request Confirmation with a confirmation number.