How to Request an Event using Ad Astra

Navigate to the Astra Event Request Wizard (must use Mozilla Firefox or Google Chrome Incognito)

https://www.aaiscloud.com/DaltonStateC/events/EventReqIntroForm.aspx

On this page, you will use the drop-down selection to choose the **Student Life Event Request** form (All RSOs other than Fraternities or Sororities) or the **Fraternity & Sorority Life Event Request** form(AKL, AOII, & AST).

*Completing this form does not guarantee your reservation. You will receive an email stating that your request has been received. You will receive a second email with a reservation number once availability has been verified and your space has been reserved.

Event Request Form Selection:

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

Contact Information & Event Details

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

* Contact Name:

* Contact Email Address:

* Contact Phone Number:

* Student ID #:

* Event Sponsor Group:

Select...   ▼   ✖

* Advisor's Name:

* Advisor's Email:

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.

Click Add Meeting

You will select the date/times of your event in the Meeting Recurrence box at the top of the form. Always select the type of meeting recurrence first (Single, Multiple, or Recurring). Then change the start and end time. Then 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.
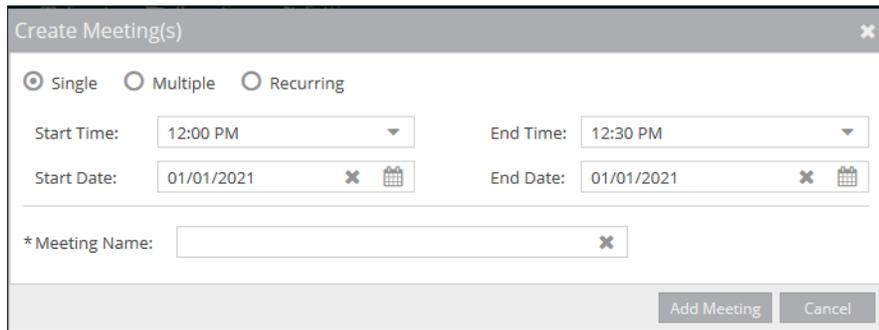
Multiple Meetings

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.
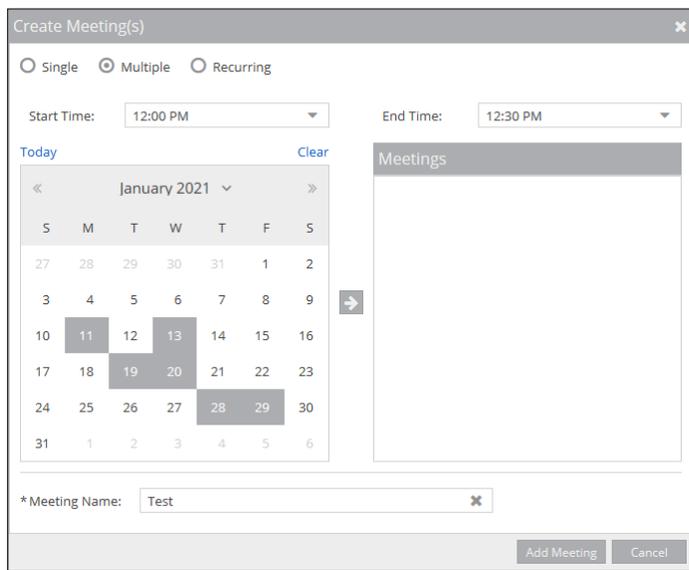
Recurring Meetings

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. Dates can be removed by clicking the red X if not needed.

Work your way down this box starting with the Start and End times. Pay special attention to the Day 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   ● Every [1 ⬍] day(s)   │
│ ○ Weekly   │
│ ○ Monthly   ○ Every weekday   │
│ ○ Yearly   │
│   │
│   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. Then click on Assign Rooms to assign spaces

[Add Meeting] ◄═   ═► [Assign Rooms] [Assign Resources]

✖   ➕ Test

Click Assign Rooms

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 you wish to filter

Rooms that are available will appear gray or white and say "Available". Rooms that are unavailable will not appear on the list. When you select a 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. Once you have selected your rooms, click "OK".

Click Assign Resources

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". Resources that appear unavailable are already provided in the room you selected. When you select a resource, it will appear in Green and then read "Selected", then click "OK".

You will see that your Meeting Line now lists a room.
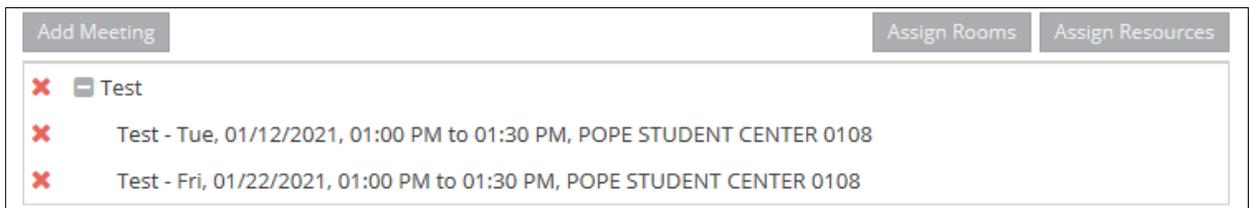
You can hit the red X to remove any unwanted lines.

Describing Services

Here you can describe any services you will need and how you would like the set up to be for your event (you can also describe the set up in the Event Description section on the form). Remember if catering is needed, please contact Aladdin directly at (706)-272-4441 or at catering@daltonstate.edu .

Special Parking Notes:

*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 or at catering@daltonstate. edu. A FOOD SAFETY FORM IS REQUIRED is available at www.daltonstate.edu/environmental-occupational-risk/ or EHS departmental website through My Dalton State.:

Minors On Campus Policy

In accordance with this commitment and with Board of Regents policy 12.9, Dalton State created a Minors on Campus Policy which went into effect in 2017. The policy covers all college sponsored programs/activities, as well as any third-party organizations that use Dalton State facilities for programs and activities serving minors (defined as persons under the age of 18 years) who are not Dalton State students.

- For any activity involving minors (campus tours, speaking engagements, camps, etc.) please provide the following information to minorsoncampus@daltonstate.edu for activity registration: **activity name, activity dates, brief description, contact person, and Dalton State employees and volunteers that will be participating.**
- For camps or similar activities, please review the Minors on Campus Policy and checklist.

Once you hit submit, you will receive an email confirming that your request has been submitted. The Event Request must be approved by Student Life before Campus Services assigns the requested room.

If the meeting is approved, you will receive a Room Request Confirmation.