This screen pulls up the event details at a minimum. To see more, click on the plus sign to expand the event details.

Click on the Events Tab

Type the name of the event, and click on the title when you find it in the search.
Once you click the plus sign it will expand the details and give you an overview of all the resources requested for the event. This also shows you the start time, end time, set up time and take down time.

### Event Details

- **Event Name:** Christine Gregoire
- **Event Title:** The Health of Puget Sound
- **Event Type:** Student Event
- **Reference:** 2013-AAHSPG
- **State:** Confirmed
- **Organization:** CONFERENCES & EVENTS
- **Cabinet:** 2013-14 Events
- **Scheduler:** Landis, Makenzie J.
- **Head Count:** 400 expected; 400 registered
- **Tasks Completed:**
  - Approvals: 5/13
  - Assignments: 0/0
  - To-Do: 0/0
- **Creation Date:** Tue Nov 12 2013

### Internal Notes:

- 3-31-14-TR: Times adjusted per Ginger’s request.

### Event Preferences

- PHLC 121
- PHLC 130
- PHLC APRON
- PHLC 106
- PHLC 101

### Event Occurrences

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Apr 22 2014</td>
<td>7:30pm</td>
<td>Tue Apr 22 2014</td>
<td>9:00pm</td>
<td></td>
</tr>
<tr>
<td>Pre-Event Start:</td>
<td>7:00pm</td>
<td>Post-Event End:</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Setup Start:</td>
<td>5:00pm</td>
<td>Takedown End:</td>
<td>11:00pm</td>
<td></td>
</tr>
</tbody>
</table>

#### Location: PHLC 138
- **Layout:** Clear (Empty Room)
- **Instructions:** SET UP: Podium; possible mohlen chairs

#### Location: PHLC 121
- **Layout:** Theater

#### Location: PHLC APRON
- **Layout:** Clear (Empty Room)
- **Instructions:** Space Hold

#### Location: PHLC 106
- **Layout:** Banquet - 6 Round Tables
- **Instructions:** Space Hold

#### Location: PHLC 101
- **Layout:** Clear (Empty Room)
- **Instructions:** Space Hold

### Resources

- **Podium – Floor With Pie Logo**
  - Quantity: 1
- **Podium Microphone**
  - Quantity: 1
- **Wireless Handheld Microphone**
  - Quantity: 1
- **Cleaning Support Alert**
  - Quantity: 1
  - Instructions: SR024932: Christine Gregoire will be coming to speak on our campus 4/22 from 7:00pm – 9:00pm in the Phillips Center. Please ensure that the common areas are cleaned before the event, and that bathrooms are serviced through out the event.
- **Stage Services Special Note:**
  - Quantity: 1
  - Instructions: SET UP: In front of curtain: Podium; possible Morken Chairs
- **Media Special Note:**
  - Quantity: 1
  - Instructions: Media Invoice # 59613: headworn, media equipment, 2 audience mics on stands (wireless). Livestream/record, DVD master #14-108. Tech remain