All event space requests are submitted through 25Live.

1. Open City Colleges of Chicago webpage at ccc.edu.
   Click on Event/Room Scheduling under Faculty & Staff directory

2. Review City Colleges of Chicago Request Instructions.

3. Enter Date of the Event or First Date of the Event, if there is a recurrence.

4. Enter the Start/End time of the event or the Start/End time of the first day of the event, if there is a recurrence.
5 If there is a recurrence, click on Repeating Pattern.

5a Choose the appropriate pattern. Once chosen, click “Select Pattern”.

6 Ad hoc Pattern:
   • Click on the dates required.

7 Daily Pattern:
   • Choose “Daily”
   • Click Repeats Every dropdown for every daily option to choose.
7a Daily Pattern, continued:
- Choose the last date of the recurrence.
- Click “Select Pattern”.

7b Daily Pattern, continued:
- Or choose the last number of iterations.
- Click “Select Pattern”.

8 Weekly Pattern:
- Choose Weekly
- Click Repeats Every dropdown for every weekly option to choose.

8a Weekly Pattern:
- Choose the day[s] of the week.
- Choose the last date of the recurrence.
- Click “Select Pattern”.
8b Weekly Pattern:
- Or choose the day[s] of the week.
- Choose the last number of iterations.
- Click “Select Pattern”.

9 Monthly Pattern:
- Choose Monthly
- Click Repeats Every dropdown for every monthly option to choose.

9a Monthly Pattern, continued:
- Choose Repeat by Day.
- Choose number of days.
- Choose either Start of the Month or End of the Month.

9b Monthly Pattern, continued:
- Choose Repeat by Position.
- You will have the option to Add additional Repeat Positions.
### Monthly Pattern, continued:

- Choose Position dropdown.
- Choose Day of the Week.

### Choose Day of the Week:

- Choose the day[s] of the week.
- Choose the last date of the recurrence.
- Click “Select Pattern”.

### Or choose the day[s] of the week:

- Choose the last number of iterations.
- Click “Select Pattern”.

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**Last updated:** June 5, 2023
10 Choose the City Colleges of Chicago Campus or Satellite Campus where the event to take place.

*Multiple campuses can be selected for a single event request.

10a The campus[es] chosen will populate below the list of options.

- The campus can be removed.
- You can View Occurrences.
- Enter additional Instructions.
- Enter the Attendance.

11 Type in the name of your organization.

Search organizations

If your organization is currently in our database, it will populate.
12 Answer the following details.

For the time being, we require that you enter all of the details. At a later date, this will be populated once you choose Yes for the question: My Organization is listed above?. We need to make sure our profile for your organization has accurate information.

12a Click Yes to the Yes/No question will populate additional questions.

13 Enter the name of our event.
14 Provide a detailed description or purpose of use of the space.

15 Enter the number of attendees expected.

16 Click Preview to review your request.

Click Save to submit your request.

Click Cancel to close out the request form.

An email confirmation of your request will be sent to the email you provided in the request.

The request will be sent to the appropriate campus personnel for reviewing and processing.

END OF PROCESS.