

Request Outdoor Event Process

- 1) I want to do an event – Where? When? Who will be there? What will take place? Who is the sponsor?
- 2) Review Policies [AD 51](#) & [AD57](#)
- 3) Submit Event Request
 - [25Live](#) - For **all outdoor events** -
 - i. Click “Event Form” and fill out the details of the event.
 - ii. Choose the event type “Outdoor Event”
 - iii. Find the desired location. If it is not listed in 25Live, choose “Outdoor Miscellaneous Location” and specify the desired location in the “comments” section of the event request.
 - iv. Submit
 - [Maximo](#) - Submit a Work Order if your event needs:
 - i. Event on Grass – will need Landscaping Inspection
 - ii. Electrical support
 - iii. Table/chair rentals (or rent from PSU approved vendor)
- 4) Discussion/approval process
 - Outdoor Location approver will respond via 25Live or email with any further needs.
- 5) Approval
 - Once all event needs are met, the event will be Confirmed, and you will receive a Confirmation Notice.

Locations

[List of reservable outdoor spaces](#)

How to/help docs:

- [25 Live](#)
- [Maximo](#)

Contacts:

General Event or 25Live Question's - events@psu.edu - 814-865-2250

Hub Events – Recognized Student Organization events – hubevents@psu.edu - 814-865-2000

OPP – Maximo/Planners/Buildings & Grounds – 814-865-4731