Creating An Event – Event submissions are required for nearly all events on and off campus. Events are reviewed by the appropriate departments (Security, Media Services, Room Reservationist, etc) for accuracy and policy recommendations. Event submissions should be done as one of the last steps in the event process. You should contact the appropriate room reservationist PRIOR to submitting an Engage request. Events should be submitted at least 14 days prior to your event so that there is ample time to review and approve. Unapproved events are not authorized to occur.

Step 1: Enter into the Manage – Action Center portion of the department/organization sponsoring the organization and select Events from the 3-line hamburger menu

Step 2: Select + Create Event to begin to fill out the form.
Most sections of the form will be intuitive, but below I will mention a couple of notes regarding specifics to the Event submissions page to assist with the most seamless approval of your event in a timely manner. Depending on your responses to questions, you may be directed to fill out additional information or questions regarding your event.

- **Event Title**: Make your title clear and accurate, as it will be the lead for your event.

- **Description**: Your description should be a basic but thoughtful representation of your event. Anything used in the description here is public for viewers to get more information.

- **Start Date/Time and End Date/Time**: Make sure to include the specific room or floor in a building (For example: 37 S. Wabash, Sharp Building, Room 205); otherwise, it is not known where your event is happening.

  For adding another date, this can be used if your event part of a full event list (weekly meeting, for example). The description will remain the same for all events, but you can change the location with adding another date.

- **Location**: Don’t forget to update this section to be accurate for when your event is taking place. It should be only the actual event times and not inclusive of set-up or take down.
This section will limit who can see the event.

Anyone in the world: All public can see, including non-SAIC attendees. If selecting this option, PUBLIC must be chosen later in the form for potential attendees.

Students & staff at SAIC – Only viewable to SAIC community. SAIC members must log-in to Engage to view.

Organization members – Only those people in the organization can see event.

People invited by host (most restrictive) – Person coordinating event must invite members to see event.

An image is not required, but highly recommended, even if department/org logo. By not uploading a photo, you will receive a stock photo, which is not generally representative of the type of program you’d likely be promoting for your event, unless the event is private and you’re not promoting to the community.