



Elizabethtown College

R25 Scheduling Protocols

Brossman Commons Table Scheduling Protocol

The Brossman Commons (BC) Table Scheduling Protocol has been developed to better organize the delivery and identification of tables in three locations the Brossman Commons. This protocol ensures that the Moving, Set-up, and Substitute Crew (MSS Crew) will receive confirmation of table reservations and will be able to document table delivery, set-up and removal schedules in the R25 scheduling database.

1. Student groups and college functions can use the WebViewer to reserve tables placed at the base of the stairs leading to the Marketplace and beneath the College Bookstore. A table at the entrance to the Marketplace can only be reserved by student groups recognized by the Office of Student Activities on the WebViewer.
2. When scheduling tables for specific times on the WebViewer, the following space abbreviations will be used on the “Specific Space” drop down menu:
 - a. Entrance to the Marketplace (1 table permitted) - BC TABLE-MARKETPLACE
 - b. Stairs beneath the Marketplace (1 table permitted) - BC TABLE-CONCOURSE
 - c. Outside the Bookstore (Up to 3 tables permitted) - BC TABLE-COLLEGE STORE
 - d. Outside of the Jay’s Nest (1 table permitted) - BC TABLE-JAY’S NEST
3. When BC TABLE-MARKETPLACE, BC TABLE-CONCOURSE, BC TABLE-COLLEGE STORE or BC TABLE-JAY’S NEST confirmations are approved, R25 scheduling confirmations will be emailed to the requesting group by the Campus Event Scheduling Office.
4. Once the tables have been reserved, the Campus Event Scheduling Office will send confirmations to the Office of Student Activities to schedule set-ups for the MARKETPLACE, CONCOURSE, and JAY’S NEST locations. Confirmations for the COLLEGE STORE location will be set up by the MSS Crew.