

# ELIZABETHTOWN COLLEGE

## COVID-19 EVENT PLANNING STEPS

### VIRTUAL

- SUBMIT REQUEST IN 25LIVE WITH THE LOCATION “VIRTUAL”
  - USE THE DESCRIPTION BOX TO ADD ANY ZOOM LINKS OR RSVP INFORMATION
- SCHEDULING OFFICE REVIEWS SUBMISSION AGAINST OTHER CURRENTLY SCHEDULED EVENTS
- SCHEDULING OFFICE WILL SEND CONFIRMATION EMAIL AND PDF – OR – EMAIL WITH FOLLOW-UP QUESTIONS OR A DENIAL
- 25LIVE WILL HOUSE A CALENDAR INCLUDING ALL VIRTUAL EVENTS. IF YOU WOULD LIKE YOUR VIRTUAL EVENT PUBLISHED ON THE CAMPUS EVENTS CALENDAR, PLEASE MAKE SURE TO CHECK “YES” FOR SHOW ON PUBLIC CALENDARS IN THE EVENT FORM

### HYBRID

- SUBMIT REQUEST IN 25LIVE WITH THE LOCATIONS “VIRTUAL” AND INTENDED IN-PERSON LOCATION(S)
  - USE THE DESCRIPTION BOX TO ADD ANY ZOOM LINKS OR RSVP INFORMATION
- SUBMIT THE PRE-APPROVAL FORM TO ADDRESS COVID RELATED CONCERNS VIA 25LIVE
  - EVENT WILL NOT BE REVIEWED UNTIL THE PRE-APPROVAL FORM IS SUBMITTED
- SCHEDULING OFFICE REVIEWS SUBMISSION AGAINST OTHER CURRENTLY SCHEDULED EVENTS
- SCHEDULING OFFICE WILL SEND CONFIRMATION EMAIL AND PDF – OR – EMAIL WITH FOLLOW-UP QUESTIONS OR A DENIAL
- EVENT PLANNERS WILL PROVIDE NAMES AND CONTACT INFORMATION (PHONE NUMBERS OR EMAIL) AFTER EVENT TO SCHEDULING OFFICE FOR CONTACT TRACING PURPOSES

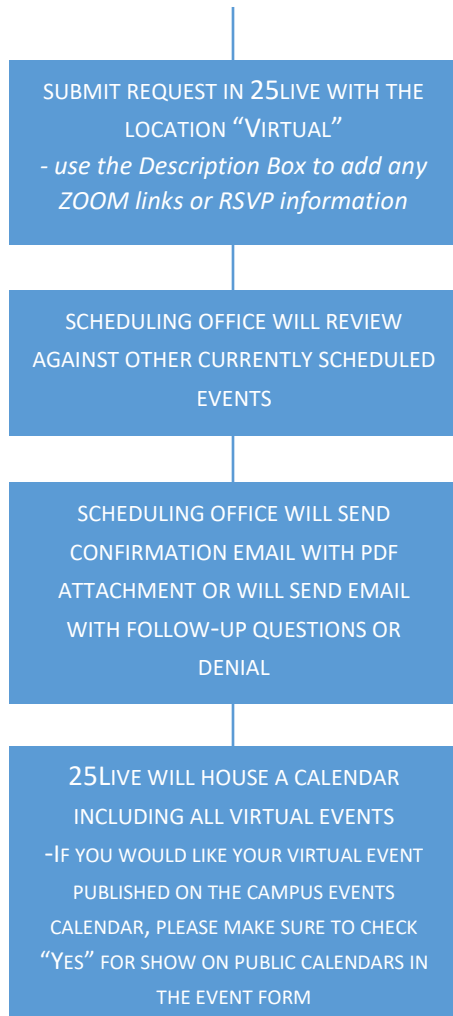
### IN-PERSON

- SUBMIT REQUEST IN 25LIVE WITH THE INTENDED IN-PERSON LOCATION(S)
- SUBMIT THE PRE-APPROVAL FORM TO ADDRESS COVID RELATED CONCERNS VIA 25LIVE
  - EVENT WILL NOT BE REVIEWED UNTIL THE PRE-APPROVAL FORM IS SUBMITTED
- SCHEDULING OFFICE REVIEWS SUBMISSION AGAINST OTHER CURRENTLY SCHEDULED EVENTS
- SCHEDULING OFFICE WILL SEND CONFIRMATION EMAIL AND PDF – OR – EMAIL WITH FOLLOW-UP QUESTIONS OR A DENIAL
- EVENT PLANNERS WILL PROVIDE NAMES AND CONTACT INFORMATION (PHONE NUMBERS OR EMAIL) AFTER EVENT TO SCHEDULING OFFICE FOR CONTACT TRACING PURPOSE

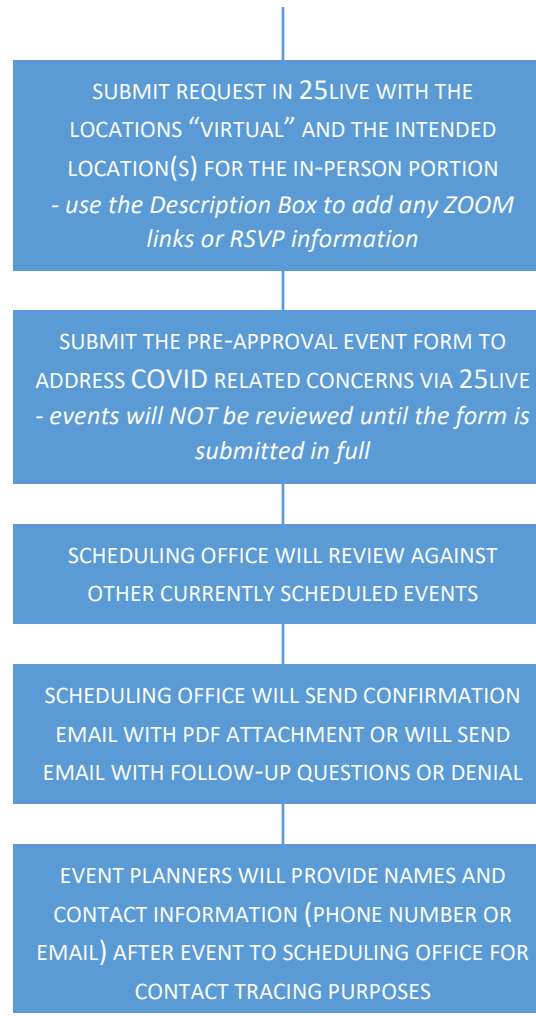
# ELIZABETHTOWN COLLEGE

## COVID-19 EVENT PLANNING STEPS

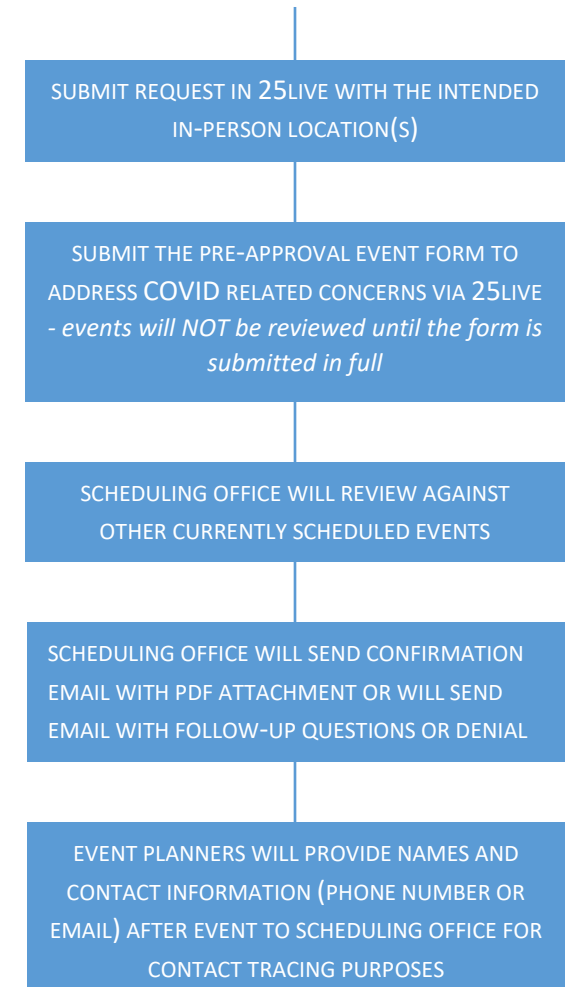
### VIRTUAL



### HYBRID



### IN-PERSON



For questions, contact the Scheduling Office at [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)