

# Event Resources

**Monday, June 30 2003**

**MSU200**

**Mac Leod Student Union Room 200**

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<b>Today's Task Start Time:</b>	05:00 AM	<b>Event Name:</b>	<b>Lester Thurow Lecture</b>
<b>Today's Task End Time:</b>	05:45 AM		<b>The State of Higher Education</b>
<b>Today's Task Duration:</b>	0 hour(s) 45 minute(s)		
<b>Task Type:</b>	Setup	<b>Event Reference:</b>	2003-AAAHOQ
		<b>Head Count:</b>	45
		<b>Pre-Event Start Date/Time:</b>	06/30/2003 5:45 AM
		<b>Event End Date/Time:</b>	06/30/2003 8:00 PM

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**Space Instructions:** Set in Conference style with chairs facing the front of the room.

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**Confirmation Setup:**

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<b>Resource(s):</b>	<i>Resource</i>	<i>Instructions</i>	<i>Quantity</i>
	Coffee Service	Please include a variety of teas with coffee service.	1
	Datap projector	Datap projector should be set up in the rear of the room.	1
	Microphone		1
	Podium	Podium needs to be set up centrally in front of the room.	1
	Screen		1
	White Board and Markers		1

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<b>Contacts:</b>	Scheduler: Tobi Macey	Work Phone: 503.290.5622
	Requestor: Jane Smith	Work Phone: 456-7890

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**Organization(s):** ACADEMIC AFFAIRS

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**Additional Information:**

Reservation Name:	Lecutre
Setup	06/30/2003 5:00 AM - 5:45 AM
Pre Event	06/30/2003 5:45 AM - 6:00 AM
Event	06/30/2003 6:00 AM - 8:00 PM
Post Event	06/30/2003 8:00 PM - 8:00 PM
Takedown	06/30/2003 8:00 PM - 8:00 PM
Total Setup Duration:	0 day(s) 0 hour(s) 45 minute(s)

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\* Task is continued from previous day.

\*\* Task continues to the next day.

# Event Resources

**Monday, June 30 2003**

**MSU250**

**Mac Leod Student Union Room 250**

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<b>Today's Task Start Time:</b>	06:00 PM	<b>Event Name:</b>	<b>Aka Rush Meeting</b>
<b>Today's Task End Time:</b>	06:00 PM		
<b>Today's Task Duration:</b>	0 hour(s) 0 minute(s)		
<b>Task Type:</b>	Setup	<b>Event Reference:</b>	2002-AAAHIZ
		<b>Head Count:</b>	0
		<b>Event Start Date/Time:</b>	06/30/2003 6:00 PM
		<b>Event End Date/Time:</b>	06/30/2003 8:00 PM

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**Space Instructions:**

**Confirmation Setup:**

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<b>Resource(s):</b>	<i>Resource</i>	<i>Instructions</i>	<i>Quantity</i>
	Bottled Domestic Beer		1
	Computer Technician		1
	Lunch Service		1
	Trash Cans		1

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<b>Contacts:</b>	Scheduler: Tobi Macey	Work Phone: 503.290.5622
	Requestor: Harriet Gregg	Work Phone: 555-3838

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<b>Organization(s):</b>	STUDENT AFFAIRS	Account ID: 2198
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**Additional Information:**

Reservation Name:	Meeting
Setup	06/30/2003 6:00 PM - 6:00 PM
Pre Event	06/30/2003 6:00 PM - 6:00 PM
Event	06/30/2003 6:00 PM - 8:00 PM
Post Event	06/30/2003 8:00 PM - 8:00 PM
Takedown	06/30/2003 8:00 PM - 8:00 PM
Total Setup Duration:	0 day(s) 0 hour(s) 0 minute(s)

# Calendar Of Events

From 4/2/2002 to 4/4/2002

Tuesday 4/2/2002				Wednesday 4/3/2002				Thursday 4/4/2002			
10:00 A	12:00 P	Arts Career Program	BCC101	12:00 P	2:00 P	Art Departmen Meeting	ARTS102	8:00 A	10:00 A	English Department Meeting	BAQ104
3:00 P	4:00 P	Chemistry In The New Millenium	HSC100	2:00 P	4:00 P	Bronte Discussion Group	BCC101	1:00 P	2:00 P	Leaders Meeting	MSU100
4:00 P	5:00 P	Tri Delta Sorority Meeting	MSU250	5:30 P	6:30 P	Spinning Classes	GORDON GYM 1	3:00 P	4:00 P	Luau Practice	MSU200
5:00 P	7:00 P	Hemingway Round Table Discussion	BCC100	6:00 P	8:00 P	Chess Club Meeting	BAQ100	4:00 P	7:00 P	Math Department Meeting	BCC101
				6:00 P	9:00 P	Romeo & Juliet	DALY THEATRE	4:00 P	8:00 P	Graduate School Entrance Exams	BAQ180
				7:00 P	10:00 P	Poetry Reading	MSU FOYER	5:00 P	7:00 P	Math Study Sessions	BAQ104
								5:00 P	7:00 P	Preparing For Finals	MSU150
								5:30 P	6:30 P	Spinning Classes	GORDON GYM 1
								6:00 P	9:00 P	Romeo & Juliet	DALY THEATRE
								7:00 P	10:00 P	Foreign Film Night	MSU200

# Calendar Of Events

From 4/1/2002 to 4/5/2002

<b>Monday</b> <b>4/1/2002</b>	<b>Tuesday</b> <b>4/2/2002</b>	<b>Wednesday</b> <b>4/3/2002</b>	<b>Thursday</b> <b>4/4/2002</b>	<b>Friday</b> <b>4/5/2002</b>
<p>10:00 A 1:00 P ARTS103 Drama Department Meeting</p> <p>10:00 A 1:00 P DALY THEATRE Drama Department Meeting</p> <p>10:00 A 4:00 P BCC105 Resume &amp; Mock Interview Day</p> <p>2:00 P 4:00 P BCC101 History Of Africa Seminar</p> <p>4:00 P 5:00 P MSU150 Alpha Phi Sorority Meeting</p> <p>5:00 P 7:00 P MSU100 Studen Affairs Staff Meeting</p> <p>5:00 P 8:00 P BCC155 Budget Hearings</p> <p>5:30 P 6:30 P GORDON GYM 1 Spinning Classes</p> <p>6:00 P 9:00 P BAQ110 Preparing Your Thesis</p> <p>6:00 P 9:00 P DALY THEATRE Romeo &amp; Juliet</p>	<p>10:00 A 12:00 P BCC101 Arts Career Program</p> <p>3:00 P 4:00 P HSC100 Chemistry In The New Millenium</p> <p>4:00 P 5:00 P MSU250 Tri Delta Sorority Meeting</p> <p>5:00 P 7:00 P BCC100 Hemingway Round Table Discussion</p>	<p>12:00 P 2:00 P ARTS102 Art Departmen Meeting</p> <p>2:00 P 4:00 P BCC101 Bronte Discussion Group</p> <p>5:30 P 6:30 P GORDON GYM 1 Spinning Classes</p> <p>6:00 P 8:00 P BAQ100 Chess Club Meeting</p> <p>6:00 P 9:00 P DALY THEATRE Romeo &amp; Juliet</p> <p>7:00 P 10:00 P MSU FOYER Poetry Reading</p>	<p>8:00 A 10:00 A BAQ104 English Department Meeting</p> <p>1:00 P 2:00 P MSU100 Leaders Meeting</p> <p>3:00 P 4:00 P MSU200 Luau Practice</p> <p>4:00 P 7:00 P BCC101 Math Department Meeting</p> <p>4:00 P 8:00 P BAQ180 Graduate School Entrance Exams</p> <p>5:00 P 7:00 P BAQ104 Math Study Sessions</p> <p>5:00 P 7:00 P MSU150 Preparing For Finals</p> <p>5:30 P 6:30 P GORDON GYM 1 Spinning Classes</p> <p>6:00 P 9:00 P DALY THEATRE Romeo &amp; Juliet</p> <p>7:00 P 10:00 P MSU200 Foreign Film Night</p>	<p>12:00 P 1:00 P MSU100 Zeta Phi Beta Meeting</p> <p>12:00 P 2:00 P MSU MEETING R Cultural Forum Meetings</p>

# Calendar Of Events

From 3/31/2002 to 4/6/2002

Sunday 3/31/2002	Monday 4/1/2002	Tuesday 4/2/2002	Wednesday 4/3/2002	Thursday 4/4/2002	Friday 4/5/2002	Saturday 4/6/2002
	<p>10:00 A 1:00 P ARTS103 Drama Department Meeting</p> <p>10:00 A 1:00 P DALY THEATRE Drama Department Meeting</p> <p>10:00 A 4:00 P BCC105 Resume &amp; Mock Interview Day</p> <p>2:00 P 4:00 P BCC101 History Of Africa Seminar</p> <p>4:00 P 5:00 P MSU150 Alpha Phi Sorority Meeting</p> <p>5:00 P 7:00 P MSU100 Studen Affairs Staff Meeting</p> <p>5:00 P 8:00 P BCC155 Budget Hearings</p> <p>5:30 P 6:30 P GORDON GYM 1 Spinning Classes</p> <p>6:00 P 9:00 P BAQ110 Preparing Your Thesis</p> <p>6:00 P 9:00 P DALY THEATRE Romeo &amp; Juliet</p>	<p>10:00 A 12:00 P BCC101 Arts Career Program</p> <p>3:00 P 4:00 P HSC100 Chemistry In The New Millenium</p> <p>4:00 P 5:00 P MSU250 Tri Delta Sorority Meeting</p> <p>5:00 P 7:00 P BCC100 Hemingway Round Table Discussion</p>	<p>12:00 P 2:00 P ARTS102 Art Departmen Meeting</p> <p>2:00 P 4:00 P BCC101 Bronte Discussion Group</p> <p>5:30 P 6:30 P GORDON GYM 1 Spinning Classes</p> <p>6:00 P 8:00 P BAQ100 Chess Club Meeting</p> <p>6:00 P 9:00 P DALY THEATRE Romeo &amp; Juliet</p> <p>7:00 P 10:00 P MSU FOYER Poetry Reading</p>	<p>8:00 A 10:00 A BAQ104 English Department Meeting</p> <p>1:00 P 2:00 P MSU100 Leaders Meeting</p> <p>3:00 P 4:00 P MSU200 Luau Practice</p> <p>4:00 P 7:00 P BCC101 Math Department Meeting</p> <p>4:00 P 8:00 P BAQ180 Graduate School Entrance Exams</p> <p>5:00 P 7:00 P BAQ104 Math Study Sessions</p> <p>5:00 P 7:00 P MSU150 Preparing For Finals</p> <p>5:30 P 6:30 P GORDON GYM 1 Spinning Classes</p> <p>6:00 P 9:00 P DALY THEATRE Romeo &amp; Juliet</p> <p>7:00 P 10:00 P MSU200 Foreign Film Night</p>	<p>12:00 P 1:00 P MSU100 Zeta Phi Beta Meeting</p> <p>12:00 P 2:00 P MSU MEETING ROOM Cultural Forum Meetings</p>	

# Academic Term Summary

Course	Event Date(s)	Repeat Pattern/Days	Event Times	Head Count		Instructor	Room
				Exp.	Reg.		
<b>ACCOUNTING (continued)</b>							
Acc510		Title: Advanced Tax Accounting					Ref: 2002-AAAGIG
Class	01/25/02 - 05/09/02	every week on: TU, TH,	09:30 AM - 11:15 AM	30	--		BAQ210
<b>AFRICAN STUDIES</b>							
Afs100		Title: South African History					Ref: 2002-AAAGII
Rsrv_3730	01/24/02 - 05/10/02	every week on: MO, WE, FR,	08:00 AM - 09:30 AM	65	--		BCC208 BCC210
Afs102		Title: Genocide Wars					Ref: 2002-AAAGIJ
Class	01/24/02 - 05/10/02	every week on: MO, WE, FR,	10:15 AM - 11:15 AM	35	--		BCC204
Afs202		Title: North African History					Ref: 2002-AAAGIK
Class	01/25/02 - 05/09/02	every week on: TU, TH,	02:00 PM - 04:15 PM	30	--		BCC208
As500		Title: Exploring Africa					Ref: 2002-AAAGIL
Class	01/22/02 - 05/03/02	every week on: MO, WE, FR,	07:30 AM - 09:00 AM	25	--		BCC103
<b>ANTHROPOLOGY</b>							
Ant170		Title: Ancient Human Study					Ref: 2002-AAAGIM
Class	01/25/02 - 05/09/02	every week on: TU, TH,	12:30 PM - 02:00 PM	35	--		BCC208
Ant200		Title: Women's History					Ref: 2002-AAAGIN

\* - Event Spans Midnight

Report Printed on 11/26/2002 at 12:51 PM

File Name: AcademicTermSum.rpt

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Event Search: Spring 2002 Classes

# Confirmation for: Acc300

**Title:** Intro to Macro Accounting

**Event Reference:** 2002-AAAGIC

**Event Last Modified:** 05/07/2002 8:07AM

**Current Event State:** Tentative

**Instructor:** Mona Fisher

**Phone:** 503.290.5622

**Phone:** 555-0728

**Requested By:** Susan Pennylender  
12 Haverstock Rd  
Portland OR 97211  
USA

**Phone:** 555-0728

**Fax:** 555-0729

**Email:** penny@abc.edu

**Organization(s):** ACCOUNTING (Primary Organization)

**Description:**

**Confirmation:**

Reservation(s)	Repeat Pattern	Date Range	Day(s)	Time(s)	Occurrences
<b>Class</b> Head Count -Exp 0, Reg 0	Weekly	01/24/2002 - 05/10/2002	MO, WE, FR,	01:00 PM - 03:00 PM	47
		<b>Space Assignment(s):</b> BAQ100		<b>No Resource Assigned</b>	

**Requirement(s):** (none specified)

**Scheduler:** Tobi Macey

**Phone:** 503.290.5622

**Email:** tobi@collegenet.com

# Confirmation for: Movie Night

**Title:** Hollywood Film Night

**Event Reference:** 2002-AAAGPV

**Event Last Modified:** 05/07/2002 8:09AM

**Current Event State:** Confirmed

**Requested By:** Becky Becker

**Phone:**

**Fax:**

**Email:**

**Organization(s):** STUDENT AFFAIRS (Primary Organization)

**Description:**

Student sponsored films showing each month. Expect blockbusters!!  
Contact Becky Becker with any questions.

**Confirmation:**

Student fee is \$2.00

## Reservation(s)

**Film**

Head Count -Exp 0, Reg 0

**Event Times**

Setup 04/10/2002 6:00 PM - 6:30 PM  
Pre Event 04/10/2002 6:30 PM - 7:00 PM  
Event 04/10/2002 7:00 PM - 10:00 PM  
Post Event 04/10/2002 10:00 PM - 10:15 PM  
Takedown 04/10/2002 10:15 PM - 10:45 PM

**Comments:**

A different Hollywood movie showing every month.

**Space Assignment(s):**

MSU200

**Instructions**

No food or drink allowed in this room.

Use dimmer to turn lights down. Do NOT turn off light switch. Lights are operated by an automatic sensor.

**Resource Assignment(s):**

1 S.C. Projector

**Instructions**

Remote control is located in the carry case at the bottom of the cart.  
Film must be rewound after showing.

1 S.C. Screen

**Film**

Head Count -Exp 0, Reg 0

**Event Times**

Setup 04/17/2002 6:00 PM - 6:30 PM  
Pre Event 04/17/2002 6:30 PM - 7:00 PM  
Event 04/17/2002 7:00 PM - 10:00 PM  
Post Event 04/17/2002 10:00 PM - 10:15 PM  
Takedown 04/17/2002 10:15 PM - 10:45 PM

**Comments:**

A different Hollywood movie showing every month.

**Space Assignment(s):**

MSU200

**Instructions**

No food or drink allowed in this room.

Use dimmer to turn lights down. Do NOT turn off light switch. Lights are operated by an automatic sensor.

**Resource Assignment(s):**

1 S.C. Projector

**Instructions**

1 S.C. Screen

# Contacts By Organization

## ACCOUNTING

Accounting Dept.

Contact	Role	Title	Phone	Fax	E-Mail
Pennylander, Susan	Admin. Secretary	Admin. Asst.	555-0728	555-0729	--
Peterson, Kristin		Instructional Designer	503.973.5224	503.973.5252	kristinp@collegenet.com

## AFRICAN STUDIES

Contact	Role	Title	Phone	Fax	E-Mail
Burnside, David	Faculty Advisor	Admin - African Studies	555-1711	555-1712	--
Tate, Marian	Admin. Secretary	Admin Secretary	--	--	--
Washington, Latesha		Professor; African Studies	--	--	--

## ART

Art Dept

Contact	Role	Title	Phone	Fax	E-Mail
Divine, Paula	Room Scheduler	Admin Secretary/ Scheduler	x2445	--	divine@teleport.net
R25 Learner,			503.290.5628	503.973.5252	polly@collegenet.com

## ART HISTORY

Art History Dept.

Contact	Role	Title	Phone	Fax	E-Mail
Divine, Paula		Admin Secretary/ Scheduler	x2445	--	divine@teleport.net

## ASTRONOMY

Astronomy Department

Contact	Role	Title	Phone	Fax	E-Mail
Holloway, Eustace PhD	Facility Contact	Asst Professor, Dept of Astronomy	454-2121	454-9233	eustace1@oboy.com
Macey, Tobi	Technical Rep	Education Specialist	503.290.5622	503.973.5252	tobi@collegenet.com
Mortimer, Greg	Instructor	Admin. Asst.	555-7788	555-7700	--

## BIOLOGY

Biology Dept.

Contact	Role	Title	Phone	Fax	E-Mail
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# Contact Directory

Sorted by Contact Last Name

## A

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>
Aames, Ada	Instructor, French	987-2224	987-2221	ja@su.edu
Academic, Scheduler	Academic Scheduler			
Athletic, Scheduler	Athletic Scheduler			
Azill, Beverly	Facilities Allocation Supervisor			

## B

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>
Barrett, Elizabeth (Dr.)	Executive Assistant			
Becker, Becky	Admin. Asst.			
Beech, Sylvie	Club Coordinator/Liaison	555-1938	555-1999	
Bell, Crystal (mrs.)	Mgr. - Conference Services	555-1898	555-1899	
Benson, Mary	External Affairs Manager	555-2910	555-2915	
Bold, Lucille (Mrs)	Admin. Asst.			
Bothwell, Liz	Distance Learning Guru			
Bronte, Amelia	Admin. Asst	987-7763	987-7766	
Brown, Jane (Ms.)	Dean's Office Admin	555-3121	555-3127	janeb@ourschool.com
Burnhep, Katherine (Dr.)	Dean of Humanities			
Burnside, David	Admin - African Studies	555-1711	555-1712	

## C

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>
Casey, Paul (Mr)	Athletic Events Coordinator			
Catering, Chef	Catering Staff	503/973-5226	503/973-5252	stuart@unival.com
Chaplin, Geraldine	Full Professor, Drama			
Clousseau, Spectra	Law School scheduler			
Custodial, Manager				
Customer, Connection	Kiosk operator; Registrar's office			

## D

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>
Davis, Marian (Dr.)	Lecturer At the School of Naturopathy	573-2123		
Divine, Paula	Admin Secretary/ Scheduler	x2445		divine@teleport.net
Dough, Jane	Home Economics Instructor			support@unival.com

## E

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Fax</i>	<i>Email</i>
Einstein, Montwell (Dr.)	Dean of Science	555-1716	555-2716	
Equipment, Lead	Facilities Guru			
Event, Scheduler	Event Scheduler			

# Customer Master Definitions

## Organization Types

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Types	Default Rate Group
Academic Department	(none)
Adminstrative Group	(none)
Community Group	(none)
Continuing Ed Department	(none)
Non-profit Organization	(none)
Student Club	(none)

# Customer Master Definitions

## Organization Categories

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### Categories

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College Of Arts & Science

College Of Business & Computers

College Of Education

External Organizations

# Customer Master Definitions

## Organization Rating

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### Rating

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Do Not Allow Bookings

Fair

Good

In Good Standing

On Probation

Pay In Advance

# Customer Master Definitions

## Organization Custom Attributes

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<b>Custom Attributes</b>	<b>Data Type</b>
Contract On File	File Reference
Insurance Policy Number	String
Proof Of Insurance?	Boolean
Risk Of Non-payment (Hi, Med, Low)	String
Send Campus Calendar?	Boolean
Tax I.D. Number	String
Website Found At:	File Reference

# Customer Master Definitions

## Organization Contact Roles

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### Contact Roles

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Admin. Secretary

Chairperson

Club Officer

Conference Organizer

Facility Contact

Faculty Advisor

Instructor

Manager

President

Room Scheduler

Student Organizer

Technical Rep

# Customer Master Definitions

## Contact Custom Attributes

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<b>Custom Attributes</b>	<b>Data Type</b>
Cell Phone Number	Integer
Foreign Language Fluency In:	String
Pager Number	Integer

# Daily Events

## Wednesday, April 3 2002

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Event Times	Location	Event Name / Title	Contact	Phone
12:00PM - 2:00PM	ARTS102	Art Department Meeting	Paula Divine	x2445
2:00PM - 4:00PM	BCC101	Bronte Discussion Group	Sylvie Beech	555-1938
5:30PM - 6:30PM	GORDON GYM 1	Spinning Classes	Dr. Elizabeth Barrett	
6:00PM - 8:00PM	BAQ100	Chess Club Meeting	Becky Becker	
6:00PM - 9:00PM	DALY THEATRE	Romeo & Juliet	Geraldine Chaplin	
7:00PM - 10:00PM	MSU FOYER	Poetry Reading	Mona Fisher	

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\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

# Daily Operations by Space Report

4/4/2002

MSU200

Time	Reservation Starts	Event Times	Event	Organization / Contact	Head Count	Event Reference
3:00 PM Setup Ready By	3:00PM	3:00PM - 4:00PM	Club Meeting- Hula Practice Practice	STUDENT AFFAIRS	--	2002-AAAFZP
	<b>Room Layout</b>	<b>Space Assignment Instructions</b>		<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
	Circle	Please move chairs in circle around the edges of the room.		S.C. 5 Disc CD Player	1	Set CD player on desk in the front of the room.
4:00 PM Takedown Begins	3:00PM	3:00PM - 4:00PM	Club Meeting- Hula Practice Practice	STUDENT AFFAIRS	--	2002-AAAFZP
	<b>Room Layout</b>	<b>Space Assignment Instructions</b>		<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
	Circle	Please move chairs in circle around the edges of the room.		S.C. 5 Disc CD Player	1	Set CD player on desk in the front of the room.
7:00 PM Setup Ready By	7:00PM	7:00PM - 10:00PM	Film / Movie- Foreign Film Night Showing	ART Paula Divine	-- x2445	2002-AAAFZM
	<b>Room Layout</b>	<b>Space Assignment Instructions</b>		<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
	Classroom Rows	No food or drink allowed in this space.  Use dimmer to turn lights down. Do NOT turn off light switch, lights are sensor controlled.		S.C. Projector S.C. Screen	1 1	Remote control for projector is located in case on the bottom of the cart.
10:00 PM Takedown Begins	7:00PM	7:00PM - 10:00PM	Film / Movie- Foreign Film Night Showing	ART Paula Divine	-- x2445	2002-AAAFZM
	<b>Room Layout</b>	<b>Space Assignment Instructions</b>		<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
	Classroom Rows	No food or drink allowed in this space.  Use dimmer to turn lights down. Do NOT turn off light switch, lights are sensor controlled.		S.C. Projector S.C. Screen	1 1	Remote control for projector is located in case on the bottom of the cart.

\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

# Daily Operations Report

Thursday, April 4, 2002

Time	Reservation Starts	Event Times	Event	Organization / Contact	Exp. Head Count	Event Reference
3:00 PM Setup	3:00PM	3:00PM - 4:00PM	Club Meeting- Hula Practice <i>Practice</i>	STUDENT AFFAIRS	--	2002-AAAFZP
<b>Space Assignment</b>		<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
MSU200		Circle	Please move chairs in circle around the edges of the room.	S.C. 5 Disc CD Player	1.00	Set CD player on desk in the front of the room.
4:00 PM Takedown	3:00PM	3:00PM - 4:00PM	Club Meeting- Hula Practice <i>Practice</i>	STUDENT AFFAIRS	--	2002-AAAFZP
<b>Space Assignment</b>		<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
MSU200		Circle	Please move chairs in circle around the edges of the room.	S.C. 5 Disc CD Player	1.00	Set CD player on desk in the front of the room.
5:00 PM Setup	5:00PM	5:00PM - 7:00PM	Study Session- Math Study Sessions <i>Session</i>	MATHEMATICS	--	2002-AAAFYE
<b>Space Assignment</b>		<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
BAQ104		Circle		White Board and Markers	1.00	
5:30 PM Setup	5:30PM	5:30PM - 6:30PM	Non-credit Class- Spinning Classes	STUDENT AFFAIRS Dr. Elizabeth Barrett	--	2002-AAAFZU
<b>Space Assignment</b>		<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	<b>Quantity</b>	<b>Instructions</b>
GORDON GYM 1				A.V. Tech	1.00	
				Stereo (CD, Tape, Speakers)	1.00	

\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

# Daily Operations Report

Thursday, April 4, 2002

Time	Reservation Starts	Event Times	Event	Organization / Contact	Exp. Head Count	Event Reference
6:30 PM Takedown	5:30PM	5:30PM - 6:30PM	Non-credit Class- Spinning Classes	STUDENT AFFAIRS Dr. Elizabeth Barrett	--	2002-AAAFZU
<b>Space Assignment</b>			<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	
GORDON GYM 1					A.V. Tech	1.00
					Stereo (CD, Tape, Speakers)	1.00
7:00 PM Setup	7:00PM	7:00PM - 10:00PM	Film / Movie- Foreign Film Night <i>Showing</i>	ART Paula Divine	--	2002-AAAFZM
<b>Space Assignment</b>			<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	
MSU200			Classroom Rows	No food or drink allowed in this space. Use dimmer to turn lights down. Do NOT turn off light switch, lights are sensor controlled.	S.C. Projector	1.00 Remote control for projector is located in case on the bottom of the cart.
					S.C. Screen	1.00
7:00 PM Takedown	5:00PM	5:00PM - 7:00PM	Study Session- Math Study Sessions <i>Session</i>	MATHEMATICS	--	2002-AAAFYE
<b>Space Assignment</b>			<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>	
BAQ104			Circle		White Board and Markers	1.00

\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

# Daily Operations Report

Thursday, April 4, 2002

Time	Reservation Starts	Event Times	Event	Organization / Contact	Exp. Head Count	Event Reference
10:00 PM Takedown	7:00PM	7:00PM - 10:00PM	Film / Movie- Foreign Film Night <i>Showing</i>	ART Paula Divine	-- x2445	2002-AAAFZM
<b>Space Assignment</b>		<b>Room Layout</b>	<b>Instructions</b>	<b>Resource Assignment</b>		<b>Quantity Instructions</b>
MSU200		Classroom Rows	No food or drink allowed in this space. Use dimmer to turn lights down. Do NOT turn off light switch, lights are sensor controlled.	S.C. Projector S.C. Screen	1.00 1.00	Remote control for projector is located in case on the bottom of the cart.

\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

**Wednesday, May. 8, 2002**

**Room BCC200**

<b>Event Times</b>	<b>Event</b>	<b>Name</b>	<b>Contact</b>	
7:00 AM - 7:50 AM	Event	Soc510, Class	Becky Becker	
8:00 AM - 10:00 AM	Event	Fln201j--japanese, Class	Rebecca Hernandez	555-8365
10:00 AM - 10:50 AM	Event	Astr410, Class	Greg Mortimer	555-7788
1:00 PM - 1:50 PM	Event	Fln201r--russian, Class	Rebecca Hernandez	555-8365
3:00 PM - 3:50 PM	Event	Soc101, Class	Becky Becker	

\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

# Drafts Report

EVENT NAME	REQUESTOR	SCHEDULER	REFERENCE	EVENT TYPE	ORGANIZATION	LAST MODIFIED
Acct201-nsmp		Liz Bothwell	2002-AAARYG	(Unspecified)	ACCOUNTING	03/29/2002, liz
Bio 201-nsmp		Liz Bothwell	2002-AAARYH	(Unspecified)	Biology	03/29/2002, liz
Book Club Luncheon	Stuart Smith	Webuser	2002-AAALHW	Meal		02/05/2002, r25demo
Check Resource Object Level Security		Stuart Smith	2001-AAAFUV	(Unspecified)	AGRICULTURE	07/31/2001, stuart
Copy Of Math Dept. Meeting		Stuart Smith	2002-AAAPDZ	Administrative Meeting		03/04/2002, stuart
Development Group Sing-along		Mr./Ms. r25demo	2002-AAARRP	Party		03/27/2002, r25demo
Faculty Orientation		Mr./Ms. r25demo	2001-AAAGNW	General Session	administration	10/01/2001, r25demo
Math Department Faculty Meeting	Lysa Eggleston	Webuser	2002-AAAOFV	General Session	ACCOUNTING	02/25/2002, webuser
Math Dept. Meeting		Stuart Smith	2002-AAALGG	Administrative Meeting		02/05/2002, r25demo
Meeting Fun Time	Stuart Smith	Webuser	2002-AAARBK	Grounds		03/21/2002, webuser
Monthly Faculty Meeting	Lysa Eggleston	Webuser	2002-AAALDI	(Unspecified)	ACCOUNTING	01/30/2002, webuser
R25 Training		Mr./Ms. r25demo	2001-AAAHST	Workshop		12/06/2001, r25demo
Robert's Test 9	Robert Smith	Webuser	2002-AAARBK	(Unspecified)		03/20/2002, webuser
Robert's Test 9	Robert Smith	Webuser	2002-AAARBL	(Unspecified)		03/20/2002, webuser
Security Draft Test		Stuart Smith	2002-AAARNK	(Unspecified)		03/26/2002, stuart
Sga Meeting		Stuart Smith	2002-AAALGF	Club Meeting		02/05/2002, r25demo
Simple Spring Wardrobe Planning		Stuart Smith	2002-AAAPQR	Workshop	UNIVERSITY ACTIVITIES	03/07/2002, stuart
Smith Wedding		Mr./Ms. r25demo	2001-AAAHAY	(Unspecified)		11/07/2001, r25demo
Tomcat Submit Request	Stuart Smith	Mr./Ms. r25demo	2002-AAARYT	Lecture	ART	03/29/2002, r25demo

# Events By Organization Type

Grouped by Organization Type, Organization & Date

Report Date Range 04/01/02 to 04/05/02

## ADMINISTRATIVE GROUP

### ADMINISTRATION

Mon 4/1/02	Event Times	Event	Location	Contact
	5:00PM - 8:00PM	Budget Hearings	BCC155	

Thu 4/4/02	Event Times	Event	Location	Contact
	4:00PM - 8:00PM	Graduate School Entrance Exam	BAQ180	

### EXTENSION CONFERENCES

Thu 4/4/02	Event Times	Event	Location	Contact
	5:00PM - 7:00PM	Preparing For Finals	MSU150	Jane Smith 456-7890

### STUDENT AFFAIRS

Mon 4/1/02	Event Times	Event	Location	Contact
	10:00AM - 4:00PM	Resume & Mock Interview Day	BCC105	Harriet Gregg 555-3838
	5:00PM - 7:00PM	Studen Affairs Staff Meeting	MSU100	
	5:30PM - 6:30PM	Spinning Classes	GORDON GYM 1	Dr. Elizabeth Barrett

Wed 4/3/02	Event Times	Event	Location	Contact
	11:00AM - 1:00PM	Future Leaders Discussion Group	MSU200	Becky Becker
	3:00PM - 5:00PM	Quite Study Hall	MSU200	Beverly Azill
	5:30PM - 6:30PM	Spinning Classes	GORDON GYM 1	Dr. Elizabeth Barrett
	6:00PM - 8:00PM	Chess Club Meeting	BAQ100	Becky Becker
	7:00PM - 10:00PM	Poetry Reading	MSU FOYER	Mona Fisher

Thu 4/4/02	Event Times	Event	Location	Contact
	1:00PM - 2:00PM	Leaders Meeting	MSU100	
	3:00PM - 4:00PM	Luau Practice	MSU200	
	3:00PM - 5:00PM	Quite Study Hall	MSU100	Beverly Azill
	5:30PM - 6:30PM	Spinning Classes	GORDON GYM 1	Dr. Elizabeth Barrett

Fri 4/5/02	Event Times	Event	Location	Contact
	12:00PM - 2:00PM	Cultural Forum Meetings	MSU MEETING ROOM	
	3:00PM - 5:00PM	Quite Study Hall	MSU200	Beverly Azill

\* Actual event begins before the indicated time.

\*\* Actual event proceeds beyond the indicated time.

Wednesday, Apr. 10, 2002

Room MSU200

**Movie Night**

*Film*

**Event Times**

Setup 04/10/2002 6:00 PM - 6:30 PM  
Pre Event 04/10/2002 6:30 PM - 7:00 PM  
Event 04/10/2002 7:00 PM - 10:00 PM  
Post Event 04/10/2002 10:00 PM - 10:15 PM  
Takedown 04/10/2002 10:15 PM - 10:45 PM

**Organization:** STUDENT AFFAIRS  
**Contact:** Becky Becker  
**Head Count:** Exp: 30 Reg: 30

**Layout**

**Space Assignment Instructions**

Classroom Rows

No food or drink allowed in this room.

Use dimmer to turn lights down. Do NOT turn off light switch. Lights are operated by an automatic sensor.

**Requirement(s)**

	<i>Requirement</i>	<i>Comments</i>	<i>Quantity</i>	<i>Done?</i>	<i>When?</i>
Administration	Publicity Needed	Posters needed in Studen Union for advertisement.	--	<input type="checkbox"/>	_____

**Resource(s)**

	<i>Resource</i>	<i>Instructions</i>	<i>Quantity</i>	<i>Done?</i>	<i>When?</i>
	S.C. Projector	Remote control is located in the carry case at the bottom of the cart.	1	<input type="checkbox"/>	_____
	S.C. Screen	Film must be rewound after showing.	1	<input type="checkbox"/>	_____

# Event Listing Report

NAME	TYPE	STATUS	REFERENCE	ORGANIZATION	TITLE	START DATE	END DATE
Acc101	Section	Tentative	2002-AAAGLK	ACCOUNTING	Intro to Accounting	1/25/2002	5/10/2002
Acc101b	Section	Tentative	2002-AAAGIH	ACCOUNTING	Basic Accounting	1/24/2002	5/8/2002
Acc201	Section	Tentative	2002-AAAGIA	ACCOUNTING	Macro Accounting	1/25/2002	5/9/2002
Acc202	Section	Tentative	2002-AAAGIB	ACCOUNTING	The Income Statement	1/25/2002	5/9/2002
Acc300	Section	Tentative	2002-AAAGIC	ACCOUNTING	Intro to Macro Accounting	1/24/2002	5/10/2002
Acc370	Section	Tentative	2002-AAAGID	ACCOUNTING	Corporate Accounting	1/25/2002	5/10/2002
Acc400	Section	Tentative	2002-AAAGIE	ACCOUNTING	Eye on Enron	1/24/2002	5/10/2002
Acc490	Section	Tentative	2002-AAAGIF	ACCOUNTING	Credit vs. Debit	1/27/2002	5/4/2002
Acc510	Section	Tentative	2002-AAAGIG	ACCOUNTING	Advanced Tax Accounting	1/25/2002	5/9/2002
Afs100	Section	Tentative	2002-AAAGII	AFRICAN STUDIES	South African History	1/24/2002	5/10/2002
Afs102	Section	Tentative	2002-AAAGIJ	AFRICAN STUDIES	Genocide Wars	1/24/2002	5/10/2002
Afs202	Section	Tentative	2002-AAAGIK	AFRICAN STUDIES	North African History	1/25/2002	5/9/2002
Ant170	Section	Tentative	2002-AAAGIM	ANTHROPOLOGY	Ancient Human Study	1/25/2002	5/9/2002
Ant200	Section	Tentative	2002-AAAGIN	ANTHROPOLOGY	Women's History	1/24/2002	5/10/2002
Ant203	Section	Tentative	2002-AAAGIO	ANTHROPOLOGY	Ancient Artifacts	1/24/2002	5/8/2002
Ant415	Section	Tentative	2002-AAAGIP	ANTHROPOLOGY	Advanced Anthropology	1/24/2002	5/10/2002
Art250	Section	Tentative	2002-AAAGIQ	ART	Monet - A History	1/24/2002	5/10/2002
Arthis101	Section	Tentative	2002-AAAGIR	ART HISTORY	Basic Art History - An Introduction	1/22/2002	5/10/2002
Arthis101b	Section	Tentative	2002-AAAGIS	ART HISTORY	European Greats	1/23/2002	5/9/2002
Arthis201	Section	Tentative	2002-AAAGIT	ART HISTORY	Michaelangelo	1/24/2002	5/10/2002
Arthis202	Section	Tentative	2002-AAAGIU	ART HISTORY	Manet vs. Monet	1/25/2002	5/9/2002
Arthis300	Section	Tentative	2002-AAAGIV	ART HISTORY	Dutch Painters	1/23/2002	5/2/2002
Arthis370	Section	Tentative	2002-AAAGIW	ART HISTORY	DaVinci	1/24/2002	5/10/2002
Arthis400	Section	Tentative	2002-AAAGIX	ART HISTORY	Picasso	1/22/2002	5/10/2002
Arthis490	Section	Tentative	2002-AAAGIY	ART HISTORY	20th Century Greats	1/27/2002	5/4/2002

# Event Master Definitions

## Event Categories

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### Categories

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Academic Event  
Admissions Event  
Alumni Event  
Assignment Not Necessary  
Athletic Event  
Catered Event  
Closed To The Public  
Community Event  
Continuing Ed  
Cultural Event  
Don't Publish To Web  
Faculty / Staff Event  
Fine Arts Performance  
Hot Event  
Maintenance  
Non-credit  
Open To The Public  
Publish to vCalendar  
Revenue Producing  
Special Events  
Student-organized  
T.B.D. Class  
University Activity

# Event Master Definitions

## Event Requirements

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### Requirements

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#### Administrative

Account Number Required  
Alcohol Permit Required  
Contract Approval Required  
Parking Permit Needed  
Publicity Needed  
Tax I.D. #

#### Catering

Catering To Contact Requestor

# Event Master Definitions

## Event Custom Attributes

Custom Attributes	Data Type
Cancel If Bad Weather?	Boolean
Conflict Decider	String
Entertainment Provided By	String
Entrance Fee For Students: \$	Float
Entrance Fee: \$	Float
Film Rating	String
High Risk?	Boolean
Hot Event Image	File Reference
Insurance On File At	File Reference
Maint. Person In Charge	Contact
Open To The Public?	Boolean
Proof Of Insurance Required?	Boolean
Rain Location	Space
Re-scheduled To Date & Time:	Date/Time
Registration	File Reference
Registration Contact	Contact
Registration Fee	String
Student Contact Name	Contact
Student Contact Phone	String
Web Site	File Reference

# Event Master Definitions

## Event Contact Roles

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### Contact Roles

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Emergency Contact

Instructor

Referee / Umpire

Requestor

Scheduler

Speaker

Student Organizer

Technician

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b></p> <p><b>10:00AM-04:00PM</b> Resume &amp; Mock Interview Day</p> <p><b>04:00PM-05:00PM</b> Alpha Phi Sorority Meeting</p> <p><b>05:00PM-07:00PM</b> Studen Affairs Staff Meeting</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p>	<p><b>2</b></p> <p><b>04:00PM-05:00PM</b> Tri Delta Sorority Meeting</p>	<p><b>3</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>06:00PM-08:00PM</b> Chess Club Meeting</p> <p><b>07:00PM-10:00PM</b> Poetry Reading</p>	<p><b>4</b></p> <p><b>01:00PM-02:00PM</b> Leaders Meeting</p> <p><b>03:00PM-04:00PM</b> Luau Practice</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>07:00PM-10:00PM</b> Foreign Film Night</p>	<p><b>5</b></p> <p><b>12:00PM-01:00PM</b> Zeta Phi Beta Meeting</p> <p><b>12:00PM-02:00PM</b> Cultural Forum Meetings</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p>	
<b>7</b>	<p><b>8</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Alpha Phi Sorority Meeting</p> <p><b>05:00PM-07:00PM</b> Studen Affairs Staff Meeting</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p>	<p><b>9</b></p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Pledge Meeting</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Tri Delta Sorority Meeting</p>	<p><b>10</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>07:00PM-10:00PM</b> Poetry Reading</p>	<p><b>11</b></p> <p><b>12:00PM-02:00PM</b> S.G.A. Monthly Meeting</p> <p><b>01:00PM-02:00PM</b> Leaders Meeting</p> <p><b>03:00PM-04:00PM</b> Luau Practice</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>07:00PM-10:00PM</b> Foreign Film Night</p>	<p><b>12</b></p> <p><b>09:00AM-10:00AM</b> Safety Committee Meeting</p> <p><b>12:00PM-01:00PM</b> Zeta Phi Beta Meeting</p> <p><b>12:00PM-02:00PM</b> Cultural Forum Meetings</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p>	<b>13</b>
<b>14</b>	<p><b>15</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Alpha Phi Sorority Meeting</p> <p><b>05:00PM-07:00PM</b> Studen Affairs Staff Meeting</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p>	<p><b>16</b></p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Tri Delta Sorority Meeting</p>	<p><b>17</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>06:00PM-08:00PM</b> Chess Club Meeting</p> <p><b>07:00PM-10:00PM</b> Poetry Reading</p>	<p><b>18</b></p> <p><b>01:00PM-02:00PM</b> Leaders Meeting</p> <p><b>03:00PM-04:00PM</b> Luau Practice</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>07:00PM-10:00PM</b> Foreign Film Night</p>	<p><b>19</b></p> <p><b>12:00PM-01:00PM</b> Zeta Phi Beta Meeting</p> <p><b>12:00PM-02:00PM</b> Cultural Forum Meetings</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p>	<p><b>20</b></p> <p><b>09:00PM-11:59PM</b> Super Diamond Performance</p>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>

# April 2002

Continued

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>(Continued)</p> <p><b>21</b></p>	<p>(Continued)</p> <p><b>22</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Alpha Phi Sorority Meeting</p> <p><b>05:00PM-07:00PM</b> Studen Affairs Staff Meeting</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p>	<p>(Continued)</p> <p><b>23</b></p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Tri Delta Sorority Meeting</p>	<p>(Continued)</p> <p><b>24</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>07:00PM-10:00PM</b> Poetry Reading</p>	<p>(Continued)</p> <p><b>25</b></p> <p><b>01:00PM-02:00PM</b> Leaders Meeting</p> <p><b>03:00PM-04:00PM</b> Luau Practice</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p> <p><b>07:00PM-10:00PM</b> Foreign Film Night</p>	<p>(Continued)</p> <p><b>26</b></p> <p><b>12:00PM-01:00PM</b> Zeta Phi Beta Meeting</p> <p><b>12:00PM-02:00PM</b> Cultural Forum Meetings</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p>	<p>(Continued)</p> <p><b>27</b></p>
<p><b>28</b></p>	<p><b>29</b></p> <p><b>08:00AM-09:00AM</b> Interview Skills</p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Alpha Phi Sorority Meeting</p> <p><b>05:00PM-07:00PM</b> Studen Affairs Staff Meeting</p> <p><b>05:30PM-06:30PM</b> Spinning Classes</p>	<p><b>30</b></p> <p><b>11:00AM-01:00PM</b> Future Leaders Discussion Group</p> <p><b>03:00PM-05:00PM</b> Quite Study Hall</p> <p><b>04:00PM-05:00PM</b> Tri Delta Sorority Meeting</p>				

# Event Requirements By Date

Wednesday, 6/26/2002

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## Morning Ceramic Workshop (Cont. Ed.)

Workshop

Head Count: 0

Contact:

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Event Times	Requirement Type	Requirement	Quantity	Comments
Event 06/26/2002 7:00 AM - 7:50 AM	Equipment	Av- Dataprojector	--	
		Av- Screen	--	
<b>Space Assignment(s):</b>	<b>Layout</b>	Dry Erase Markers	--	
BCC200	Classroom Rows	Overhead Projector	--	
		Podium	--	
		Portable White Board	--	

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## Bicycle Club Maintenance

Head Count: 0

Contact:

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Event Times	Requirement Type	Requirement	Quantity	Comments
Event 06/26/2002 9:00 AM - 12:00 PM	Equipment	Av- Dataprojector	--	
		Av- Screen	--	
<b>Space Assignment(s):</b>	<b>Layout</b>	Dry Erase Markers	--	
BCC101	Classroom Rows	Overhead Projector	--	
BCC107	Classroom Rows	Podium	--	
		Portable White Board	--	

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# Event Requirements By Space

BCC200

Monday, 6/24/2002

**Morning Ceramic Workshop (Cont. Ed.)**

Workshop

Head Count: 0

Contact:

Event Times	Requirement Type	Requirement	Quantity	Comments
Event 06/24/2002 7:00 AM - 7:50 AM	Equipment	Av- Dataprojector	--	
		Av- Screen	--	
		Dry Erase Markers	--	
		Overhead Projector	--	
		Podium	--	
		Portable White Board	--	

Wednesday, 6/26/2002

**Morning Ceramic Workshop (Cont. Ed.)**

Workshop

Head Count: 0

Contact:

Event Times	Requirement Type	Requirement	Quantity	Comments
Event 06/26/2002 7:00 AM - 7:50 AM	Equipment	Av- Dataprojector	--	
		Av- Screen	--	
		Dry Erase Markers	--	
		Overhead Projector	--	
		Podium	--	
		Portable White Board	--	

Friday, 6/28/2002

**Morning Ceramic Workshop (Cont. Ed.)**

Workshop

Head Count: 0

Contact:

Event Times	Requirement Type	Requirement	Quantity	Comments
Event 06/28/2002 7:00 AM - 7:50 AM	Equipment	Av- Dataprojector	--	
		Av- Screen	--	
		Dry Erase Markers	--	
		Overhead Projector	--	
		Podium	--	
		Portable White Board	--	

# Event Services

**Wednesday, April 17 2002**

**MSU200**

**Mac Leod Student Union Room 200**

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<b>Today's Task Start Time:</b>	06:00 PM	<b>Event Name:</b>	<b>Movie Night</b>
<b>Today's Task End Time:</b>	06:30 PM		
<b>Today's Task Duration:</b>	0 hour(s) 30 minute(s)		
<b>Task Type:</b>	Setup	<b>Event Reference:</b>	2002-AAAGPV
		<b>Head Count:</b>	30
		<b>Pre-Event Start Date/Time:</b>	04/17/2002 6:30 PM
		<b>Post-Event End Date/Time:</b>	04/17/2002 10:15 PM

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**Space Instructions:** No food or drink allowed in this room.  
Use dimmer to turn lights down. Do NOT turn off light switch. Lights are operated by an automatic sensor.

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**Confirmation Setup:** Student fee is \$2.00

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<b>Resource(s):</b>	<i>Resource</i>	<i>Instructions</i>	<i>Quantity</i>
	S.C. Projector	Remote control is located in the carry case at the bottom of the cart.	1
	S.C. Screen	Film must be rewound after showing.	1

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<b>Requirement(s):</b>	<i>Requirement</i>	<i>Comments</i>	<i>Quantity</i>
Administration	Publicity Needed	Posters needed in Studen Union for advertisement.	--

---

<b>Contacts:</b>	Scheduler: Tobi Macey	Work Phone: 503.290.5622
	Requestor: Becky Becker	

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<b>Organization(s):</b>	STUDENT AFFAIRS	Account ID: 21987
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**Additional Information:**

Reservation Name:	Film
Setup	04/17/2002 6:00 PM - 6:30 PM
Pre Event	04/17/2002 6:30 PM - 7:00 PM
Event	04/17/2002 7:00 PM - 10:00 PM
Post Event	04/17/2002 10:00 PM - 10:15 PM
Takedown	04/17/2002 10:15 PM - 10:45 PM
Total Setup Duration:	0 day(s) 0 hour(s) 30 minute(s)

# EVENT TYPE DISTRIBUTION BY ORGANIZATION

<div style="border: 1px solid black; width: 20px; height: 10px; margin: 0 auto;"></div> <b>Analysis Period Totals</b> <b>04/01/2002 to 04/30/2002</b>	<div style="background-color: black; width: 20px; height: 10px; margin: 0 auto;"></div> <b>Prior Period Totals</b> <b>03/02/2002 to 03/31/2002</b>	<b>% Change</b>
--	---	-----------------

## STUDENT AFFAIRS

Event Type	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Hours	Attendance	% Hours
Club Meeting	32	55.0	360	63.95%	19	27.8	0	48.13%	68.42 %	97.56 %	--	32.87 %
Non-credit Class	13	13.0	0	15.12%	12	11.5	0	19.92%	8.33 %	12.85 %	--	-24.10 %
Seminar	5	18.0	0	20.93%	5	18.5	0	31.95%	0.00 %	-2.60 %	--	-34.49 %
<b>Totals For: STUDENT AFFAIRS</b>	50	86.0	360	100%	36	57.8	0	100%	38.89 %	0.00 %	--	

(% of Total Event Hours)

## EVENT TYPE DISTRIBUTION BY SPACE

<input type="checkbox"/> <b>Analysis Period Totals</b> <b>04/01/2002 to 04/30/2002</b>	<input checked="" type="checkbox"/> <b>Prior Period Totals</b> <b>03/02/2002 to 03/31/2002</b>	
<b>% Change</b>		

### MSU200

Event Type	Analysis Period Totals				Prior Period Totals				% Change			
	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Hours	Attendance	% Hours
Club Meeting	32	60.0	1,000	75.00%	4	4.0	0	25.00%	700.00 %	1,400.00 %	--	200.00 %
Film / Movie	4	12.0	0	15.00%	4	12.0	0	75.00%	0.00 %	0.00 %	--	-80.00 %
Non-credit Class	8	8.0	0	10.00%	0	0.0	0	0.00%	--	--	--	--
<b>Totals For: MSU200</b>	<b>44</b>	<b>80.0</b>	<b>1,000</b>	<b>100%</b>	<b>8</b>	<b>16.0</b>	<b>0</b>	<b>100%</b>	<b>450.00 %</b>	<b>400.00 %</b>	<b>--</b>	

(% of Total Event Hours)

# Event Type Report

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## Event Framework

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### Special Events

#### *Group*

- Performance
- Concert
- Rehearsal
- Study Session
- Tutoring
- Recital
- Film / Movie
- Meeting
- Club Meeting
- Meal
- Party
- Dance
- Cont. Ed. Class
- Non-credit Class
- Conference
- Lecture
- Seminar
- Workshop
- Orientation
- Registration
- Open House
- Tour
- Recruiting
- Interview
- Reunion
- Religious Service
- Wedding
- Camp
- Fair
- Training
- Testing
- Exhibition

### Maintenance

- Repair
- Grounds
- Plumbing
- Painting
- Custodial

### Semester

#### *Department*

- Lab
- Section
- Exam

# Event Type Report

---

<b>Camp</b>	<u>Default Categories</u>	<u>Applicable Contact Roles</u>
Event Type	Athletic Event	Conference Organizer
	<u>Default Requirements</u>	<u>Applicable Custom Attributes</u>
	None Defined	Cancel If Bad Weather? Entrance Fee: \$ Open To The Public? Rain Location Registration Registration Fee

---

<b>Club Meeting</b>	<u>Default Categories</u>	<u>Applicable Contact Roles</u>
Event Type	Student-organized	Student Organizer
	<u>Default Requirements</u>	<u>Applicable Custom Attributes</u>
	None Defined	None Defined

---

<b>Concert</b>	<u>Default Categories</u>	<u>Applicable Contact Roles</u>
Event Type	Revenue Producing	Technical Rep
	<u>Default Requirements</u>	<u>Applicable Custom Attributes</u>
	None Defined	Entertainment Provided By Entrance Fee For Students: \$ Entrance Fee: \$ Open To The Public?

---

<b>Conference</b>	<u>Default Categories</u>	<u>Applicable Contact Roles</u>
Event Type	None Defined	None Defined
	<u>Default Requirements</u>	<u>Applicable Custom Attributes</u>
	None Defined	Open To The Public? Registration Registration Contact Registration Fee

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<b>Cont. Ed. Class</b>	<u>Default Categories</u>	<u>Applicable Contact Roles</u>
Event Type	Continuing Ed	None Defined
	<u>Default Requirements</u>	<u>Applicable Custom Attributes</u>
	None Defined	None Defined

---

# Events with Space Layouts

Events occurring on Thu 02/07/2002

## MSU MEETING ROOM

Default Layout: Boardroom

Setup Ready By	Reservation Times	Event Times	Event	Head Count	Event Layout	Capacity	Contact
12:00PM	12:00PM - 2:00PM	12:00PM - 2:00PM	Cultural Forum Meetings	0	Boardroom	15	
6:00PM	6:00PM - 10:00PM	6:00PM - 10:00PM	Academic Advising Training	15	Boardroom	15	

## MSU100

Default Layout: Circle

Setup Ready By	Reservation Times	Event Times	Event	Head Count	Event Layout	Capacity	Contact
9:00AM	9:00AM - 10:00AM	9:00AM - 10:00AM	Safety Committee Meeting	0	Circle	25	
12:00PM	12:00PM - 1:00PM	12:00PM - 1:00PM	Zeta Phi Beta Meeting	0	Circle	25	
1:00PM	1:00PM - 2:00PM	1:00PM - 2:00PM	Leaders Meeting	0	Circle	25	
3:00PM	3:00PM - 5:00PM	3:00PM - 5:00PM	Pledge Meeting	0	Circle	25	
5:00PM	5:00PM - 7:00PM	5:00PM - 7:00PM	Studen Affairs Staff Meeting	0			

## MSU150

Default Layout: Circle

Setup Ready By	Reservation Times	Event Times	Event	Head Count	Event Layout	Capacity	Contact
4:00PM	4:00PM - 5:00PM	4:00PM - 5:00PM	Alpha Phi Sorority Meeting	0	Circle	40	
5:00PM	5:00PM - 7:00PM	5:00PM - 7:00PM	Preparing For Finals	0	Circle	40	Jane Smith 456-7890

## MSU200

Default Layout: Classroom Rows

Setup Ready By	Reservation Times	Event Times	Event	Head Count	Event Layout	Capacity	Contact
3:00PM	3:00PM - 4:00PM	3:00PM - 4:00PM	Luau Practice	0	Classroom Rows	50	
7:00PM	7:00PM - 10:00PM	7:00PM - 10:00PM	Foreign Film Night	0	Classroom Rows	50	

\* Actual event begins before the indicated time.

\*\* Actual event ends after the indicated time.

# FUNCTIONAL SECURITY BY SECURITY GROUP

## ACADEMIC SCHEDULERS

	No Access	Read Only	Change	Full Control
<b>CUSTOMER</b>				
Account Numbers				
Comments				X
Contact Directory			X	
Organization Delete	X			
Organization Directory			X	
Organization Notification Policy		X		
Organization Rating				X
Organization Search				X
Override Permissions	X			
Rate and Tax Schedules	X			
<b>EVENTS</b>				
Cabinets		X		
Change State				X
E-Commerce	X			
Event Directory				X
Event Drafts				X
Event Search				X
Events				X
Folders				X
Interface Tags				X
Notes				X
Override Permissions	X			
Pricing	X			
Share Space				X
Space Information				X
SpeedBook				X
Text				X
To Do Items				X
<b>INTERFACES</b>				
Class Descriptor Load				X
Event Import Profiles				X
Export Schedule25 Files				X
Launch SIS Interface				X
SCHEDULE25				X
vCalendar Export				X

# FUNCTIONAL SECURITY BY SECURITY GROUP

## ACADEMIC SCHEDULERS (continued)

	No Access	Read Only	Change	Full Control
<b>INTERFACES (continued)</b>				
vCalendar Import	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
vCalendar Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>MASTER DEFINITIONS</b>				
Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date/Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Framework	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Routing Rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pricing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>REPORTS</b>				
Override Permissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Directory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Report Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RESOURCE</b>				
Override Permissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource Directory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource Notification Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>SECURITY</b>				
Allow Tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Password	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update R25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPACE</b>				
Layout Views	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Override Blocked By	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# FUNCTIONAL SECURITY BY SECURITY GROUP

## ACADEMIC SCHEDULERS (continued)

	No Access	Read Only	Change	Full Control
<b>SPACE (continued)</b>				
Override Open Hours				X
Override Permissions	X			
SCHEDULE25				X
Space Directory			X	
Space Notification Policy		X		
Space Search				X
<b>SYSTEM DEFINITIONS</b>				
Contacts	X			
Data Entry	X			
Date/Time	X			
Display	X			
E-Commerce	X			
Email	X			
Events	X			
Message	X			
My R25	X			
Organizations	X			
Rate Schedules	X			
Reporting	X			
Resources	X			
Schedule25	X			
Security Policies	X			
Spaces	X			
SQL Options	X			
vCalendar	X			
Web Viewer	X			
<b>WORKFLOW</b>				
Create To Do				X
Task List				X
View Others WorkFlow				X

# INVOICE

## Gamma Gamma Sigma Awards

### CUSTOMER

Becky Becker

STUDENT AFFAIRS

**Invoice Number:****Invoice Date:** Thursday, April 4, 2002**Event Reference:** 2002-AAARZQ**Scheduler:** Tobi Macey**Phone:****Account Number:** 21987**Pricing Date:** 04/04/2002

### Billing Details

		List Price	Adjustment(s)	Taxable Amt	Total Tax	Total
<b>Awards Show</b>						
DCPA	21987_	\$ 100.00		\$ 100.00		\$ 100.00
Tables 8'	21987_	\$ 20.00		\$ 20.00	\$ 2.50	\$ 22.50
T.V./V.C.R	21987_	\$ 100.00		\$ 100.00	\$ 10.00	\$ 110.00
Chairs, Guest	21987_	\$ 20.00		\$ 20.00	\$ 2.50	\$ 22.50
<b>Awards Show Subtotal</b>						<b>\$ 255.00</b>

### Extras

Extras Subtotal

**Subtotal** \$ 255.00

**Grand Total** \$ 255.00

# Layouts by Space

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## MSU MEETING ROOM

Mac Leod Student Union Meeting Room

		<u>Capacity</u>	<u>Fill Ratio</u>
<b>Boardroom</b>	<i>Default</i>	15	--
Circle		15	--
Conference		15	--
Horseshoe		15	--

---

## MSU100

MacLeod Student Union Room 100

		<u>Capacity</u>	<u>Fill Ratio</u>
<b>Circle</b>	<i>Default</i>	25	--
Classroom Rows		25	--
Conference		25	--
Horseshoe		25	--

---

## MSU150

Mac Leod Student Union Room 150

		<u>Capacity</u>	<u>Fill Ratio</u>
<b>Circle</b>	<i>Default</i>	40	--
Conference		40	--
Horseshoe		40	--

---

## MSU200

Mac Leod Student Union Room 200

		<u>Capacity</u>	<u>Fill Ratio</u>
Circle		50	--
<b>Classroom Rows</b>	<i>Default</i>	50	--
Conference		50	--
Horseshoe		50	--

---

## MSU250

Mac Leod Student Union Room 250

		<u>Capacity</u>	<u>Fill Ratio</u>
Classroom Rows		25	--
Conference		25	--
<b>Horseshoe</b>	<i>Default</i>	25	--

---

# MONTHLY SUMMARY BY ORGANIZATION

04/01/2002 to 12/31/2002

## ACADEMIC AFFAIRS

4/1/2002 to 12/31/2002	April	May	June	July	August	September	October	November	December	January	February	March	Total
# Of Events	1	1	1	1	1	1	1	0	0	--	--	--	7
# Of Occurrences	18	18	16	19	17	21	19	0	0	--	--	--	128
Total Attendance	720	720	640	760	680	840	760	0	0	--	--	--	5,120
Total Hours	36	36	32	38	34	42	38	0	0	--	--	--	256

## STUDENT AFFAIRS

4/1/2002 to 12/31/2002	April	May	June	July	August	September	October	November	December	January	February	March	Total
# Of Events	10	11	10	10	11	9	9	8	5	--	--	--	83
# Of Occurrences	50	57	48	55	53	49	49	31	14	--	--	--	406
Total Attendance	360	390	360	450	360	390	420	360	90	--	--	--	3,180
Total Hours	86	98	83	96	90	96	101	75	44	--	--	--	769

# MONTHLY SUMMARY BY ORGANIZATION TYPE

01/01/2002 to 12/31/2002

## Student Club

1/1/2002 to 12/31/2002	January	February	March	April	May	June	July	August	September	October	November	December	Total
# Of Events	0	6	5	5	5	5	5	5	4	4	4	3	51
# Of Occurrences	0	17	15	16	15	14	16	15	11	11	10	5	145
Total Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	0	24	17	18	17	16	18	17	13	13	12	6	171

**MONTHLY SUMMARY BY SPACE**

**01/01/2002 to 12/31/2002**

**BCC200**

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<b>1/1/2002 to 12/31/2002</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
<b># Of Events</b>	6	7	7	7	7	0	4	4	4	0	0	0	46
<b># Of Occurrences</b>	32	95	102	105	37	0	31	36	23	0	0	0	461
<b>Total Attendance</b>	960	2,850	3,060	3,150	1,110	0	930	1,080	690	0	0	0	13,830
<b>Total Hours</b>	33	150	182	168	53	0	88	110	64	0	0	0	848

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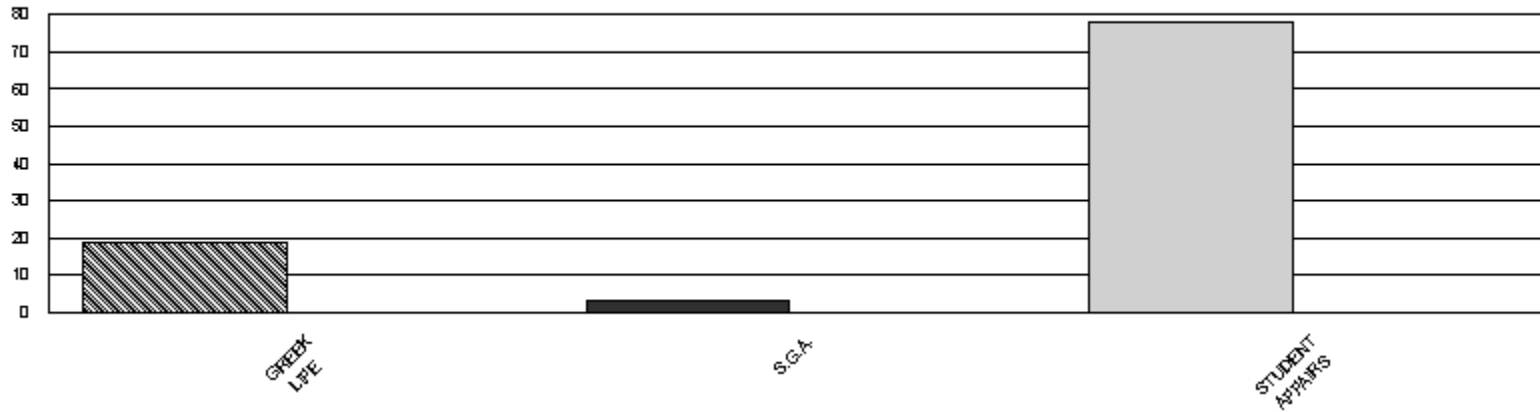
## ORGANIZATION DISTRIBUTION BY EVENT TYPE

<input type="checkbox"/> Analysis Period Totals 01/01/2002 to 12/31/2002	<input checked="" type="checkbox"/> Prior Period Totals 01/01/2001 to 12/31/2001	% Change
---	---	----------

### Club Meeting

Organization	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Hours	Attendance	% Hours
GREEK LIFE	132	143.0	0	18.82%	0	0.0	0	0.00%	--	--	--	--
S.G.A.	12	24.0	0	3.16%	0	0.0	0	0.00%	--	--	--	--
STUDENT AFFAIRS	306	593.0	3,180	78.03%	0	0.0	0	0.00%	--	--	--	--
<b>Totals For: Club Meeting</b>	450	760.0	3,180	100%	0	0.0	0	100%	--	--	--	--

(% of Total Event Hours)



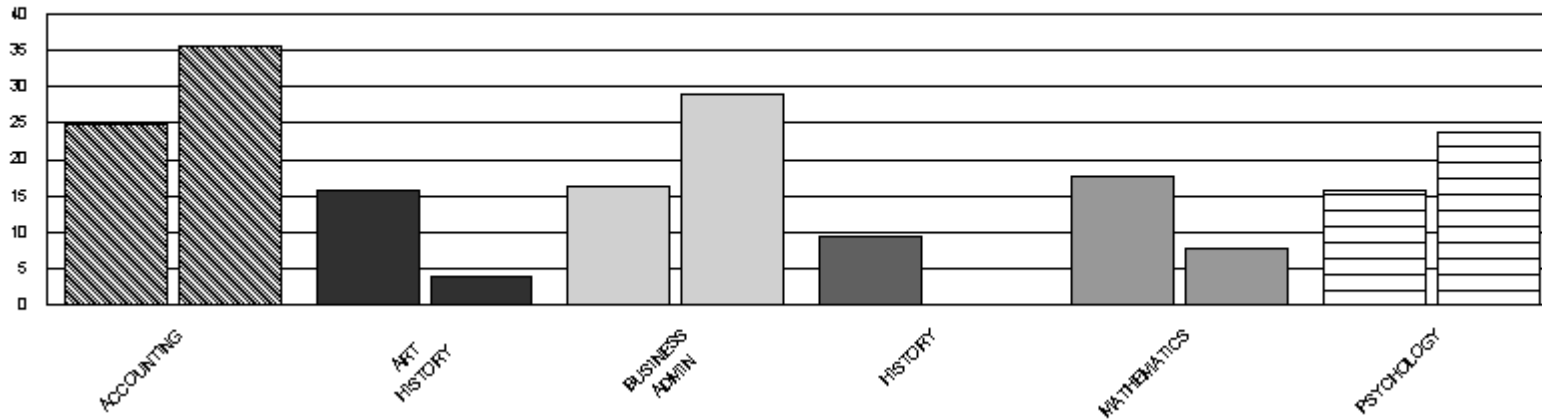
# ORGANIZATION DISTRIBUTION BY SPACE

<input type="checkbox"/> Analysis Period Totals 04/09/2002 to 04/09/2002	<input checked="" type="checkbox"/> Prior Period Totals 04/08/2002 to 04/08/2002	% Change
---	---	----------

## SUMMARY

Organization	Analysis Period Totals				Prior Period Totals				% Change			
	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Hours	Attendance	% Hours
ACCOUNTING	12	21.0	360	24.93%	16	25.9	420	35.53%	-25.00 %	-18.98 %	-14.29 %	-29.83 %
ART HISTORY	8	13.3	240	15.81%	4	2.9	120	3.95%	100.00 %	362.50 %	100.00 %	300.57 %
BUSINESS ADMIN	12	13.6	380	16.19%	16	21.1	460	28.95%	-25.00 %	-35.42 %	-17.39 %	-44.06 %
HISTORY	4	8.0	0	9.50%	0	0.0	0	0.00%	--	--	--	--
MATHEMATICS	8	15.0	320	17.81%	4	5.8	200	7.89%	100.00 %	160.42 %	60.00 %	125.55 %
PSYCHOLOGY	16	13.3	420	15.76%	20	17.3	560	23.68%	-20.00 %	-23.15 %	-25.00 %	-33.44 %
<b>Grand Totals</b>	<b>60</b>	<b>84.2</b>	<b>1,720</b>	<b>100%</b>	<b>60</b>	<b>73.0</b>	<b>1,760</b>	<b>100%</b>	<b>0.00 %</b>	<b>15.46 %</b>	<b>-2.27 %</b>	

(% of Total Event Hours)



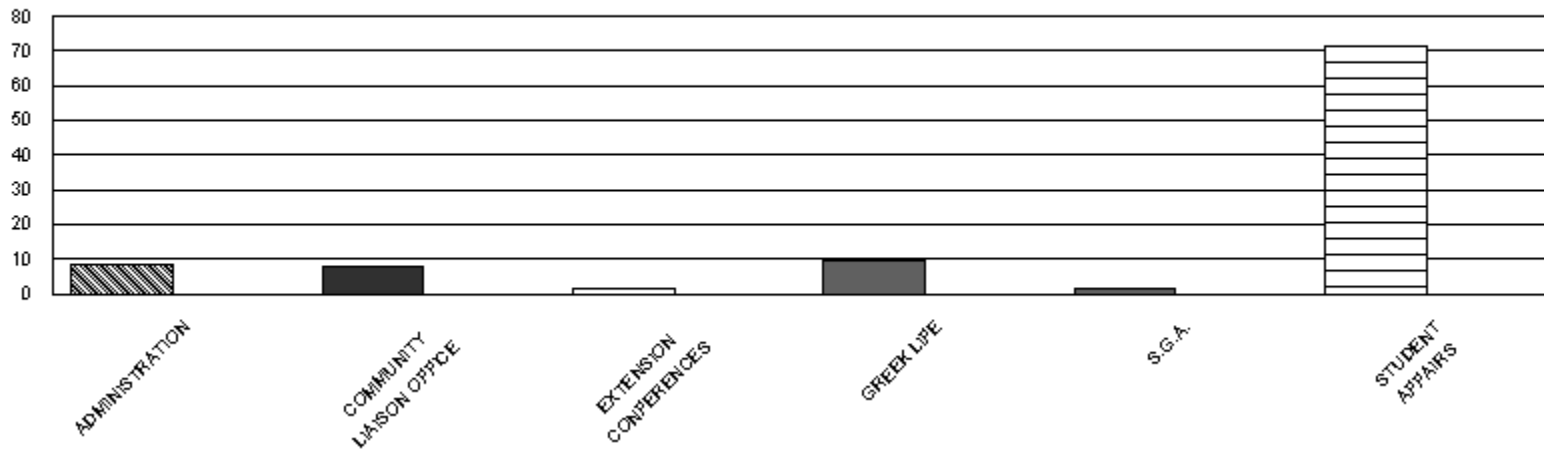
# ORGANIZATION DISTRIBUTION BY EVENT TYPE

<input type="checkbox"/> Analysis Period Totals 01/01/2002 to 12/31/2002	<input checked="" type="checkbox"/> Prior Period Totals 01/01/2001 to 12/31/2001	% Change
---	---	----------

## SUMMARY

Organization	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Event Hours	Attendance	% of Event Hours	Occurrences	Hours	Attendance	% Hours
ADMINISTRATION	20	131.0	0	8.49%	0	0.0	0	0.00%	--	--	--	--
COMMUNITY LIAISON OFFICE	25	122.0	0	7.91%	0	0.0	0	0.00%	--	--	--	--
EXTENSION CONFERENCES	10	20.0	0	1.30%	0	0.0	0	0.00%	--	--	--	--
GREEK LIFE	133	147.0	0	9.53%	0	0.0	0	0.00%	--	--	--	--
S.G.A.	12	24.0	0	1.56%	0	0.0	0	0.00%	--	--	--	--
STUDENT AFFAIRS	526	1,098.5	4,095	71.22%	0	0.0	0	0.00%	--	--	--	--
<b>Grand Totals</b>	<b>726</b>	<b>1,542.5</b>	<b>4,095</b>	<b>100%</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>100%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>

(% of Total Event Hours)



# Pricing Master Definitions

## Rate Groups

---

### Rate Group

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Non-profit Community Group

Internal Group

Business/ For-profit Group

# R25 USER LIST

Grouped by User Name

NAME	R25 USER NAME	TITLE	PHONE	FAX	EMAIL
<b>SCHEDULER ACADEMIC</b> <i>Security Group(s): Academic Schedulers</i>	academic	Academic Scheduler			
<b>ANDREW GORDON</b> <i>Security Group(s): System Administrators</i>	andrew				
<b>SCHEDULER ATHLETIC</b> <i>Security Group(s): Athletic Schedulers</i>	athletic	Athletic Scheduler			
<b>USER WEBVIEWER</b> <i>Security Group(s): Webuser</i>	captain	Captain			
<b>CHEF CATERING</b> <i>Security Group(s): Service Providers</i>	catering	Catering Staff	503/973-5226	503/973-5252	stuart@unival.com
<b>MANAGER CUSTODIAL</b> <i>Security Group(s): Service Providers</i>	custodial				
<b>EMIL IZUNAGBARA</b> <i>Security Group(s): System Administrators</i>	emili				
<b>SCHEDULER EVENT</b> <i>Security Group(s): Event Schedulers</i>	event	Event Scheduler			
<b>MANAGER FACILITIES</b> <i>Security Group(s): Service Providers</i>	facilities	Mover of All Things			
<b>JAMES VAN ARSDEL</b> <i>Security Group(s): System Administrators</i>	james				
<b>JANICE WATSON</b> <i>Security Group(s): System Administrators</i>	janice	Faculty Advisor, French Club			
<b>JASON KOLBRICH</b> <i>Security Group(s): System Administrators</i>	jason				
<b>JULIA NOONAN</b> <i>Security Group(s): System Administrators</i>	julia				
<b>KEVIN MCKELLIGAN</b> <i>Security Group(s): System Administrators</i>	kevin				

# R25 USER LIST

Grouped by Security Group

SECURITY GROUP	R25 USER NAME	TITLE	PHONE	FAX	EMAIL
<b>ACADEMIC SCHEDULERS</b>					
Scheduler Academic	academic	Academic Scheduler			
<b>ATHLETIC SCHEDULERS</b>					
Scheduler Athletic	athletic	Athletic Scheduler			
<b>EVENT SCHEDULERS</b>					
Scheduler Event	event	Event Scheduler			
<b>SERVICE PROVIDERS</b>					
Chef Catering	catering	Catering Staff	503/973-5226	503/973-5252	stuart@unival.com
Chief Security	security	Head of Security			
Manager Custodial	custodial				
Manager Facilities	facilities	Mover of All Things			
Services Media	media				
<b>SYSTEM ADMINISTRATORS</b>					
Andrew Gordon	andrew				
Emil Izunagbara	emili				
James Van Arsdel	james				
Janice Watson	janice	Faculty Advisor, French Club			
Jason Kolbrich	jason				
Julia Noonan	julia				
Kevin Mckelligan	kevin				
Kristin Peterson	kristin	Instructional Designer	503.973.5224	503.973.5252	kristinp@collegenet.com
Linda Nelson	linda	Education Manager	503.973.5205	503.973.5252	lnelson@collegenet.com
Liz Bothwell	liz	Distance Learning Guru			
Margo Pardee	margo				
R25 Learner	polly		503.290.5628	503.973.5252	polly@collegenet.com
r25demo	r25demo		973 5252		
Stephanie Johnson	stephanie				
Steve Fulmer	steve				
Stuart Hutton	stuart	Guidance Counsellor			
Tobi Macey	tobi1	Education Specialist	503.290.5622	503.973.5252	tobi@collegenet.com
<b>WEBUSER</b>					
User Webviewer	captain	Captain			
Webuser	webuser				

# Reservations By Date

Report Date Range 2/11/2002 to 2/15/2002

## Mon 02/11/02

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<i>Reservation Times</i>	<i>Event Times</i>	<i>Location</i>	<i>Head Count</i>	<i>Event</i>	<i>Organization</i>
4:00PM - 5:00PM	4:00PM - 5:00PM	MSU150	--	Alpha Phi Sorority Meeting	GREEK LIFE
5:00PM - 7:00PM	5:00PM - 7:00PM	MSU100	--	Studen Affairs Staff Meeting	STUDENT AFFAIRS

## Tue 02/12/02

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<i>Reservation Times</i>	<i>Event Times</i>	<i>Location</i>	<i>Head Count</i>	<i>Event</i>	<i>Organization</i>
9:00AM - 10:00AM	9:00AM - 10:00AM	MSU100	--	Safety Committee Meeting	STUDENT AFFAIRS
3:00PM - 5:00PM	3:00PM - 5:00PM	MSU100	--	Pledge Meeting	GREEK LIFE
4:00PM - 5:00PM	4:00PM - 5:00PM	MSU250	--	Tri Delta Sorority Meeting	GREEK LIFE

## Wed 02/13/02

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<i>Reservation Times</i>	<i>Event Times</i>	<i>Location</i>	<i>Head Count</i>	<i>Event</i>	<i>Organization</i>
7:00PM - 10:00PM	7:00PM - 10:00PM	MSU FOYER	--	Poetry Reading	STUDENT AFFAIRS

## Thu 02/14/02

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<i>Reservation Times</i>	<i>Event Times</i>	<i>Location</i>	<i>Head Count</i>	<i>Event</i>	<i>Organization</i>
1:00PM - 2:00PM	1:00PM - 2:00PM	MSU100	--	Leaders Meeting	STUDENT AFFAIRS
3:00PM - 4:00PM	3:00PM - 4:00PM	MSU200	--	Luau Practice	STUDENT AFFAIRS
7:00PM - 11:00PM	7:00PM - 11:00PM	MSU HALL	--	Valentine's Day Dance	GREEK LIFE
7:00PM - 10:00PM	7:00PM - 10:00PM	MSU200	--	Foreign Film Night	ART

## Fri 02/15/02

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<i>Reservation Times</i>	<i>Event Times</i>	<i>Location</i>	<i>Head Count</i>	<i>Event</i>	<i>Organization</i>
12:00PM - 2:00PM	12:00PM - 2:00PM	MSU MEETING ROOM	--	Cultural Forum Meetings	STUDENT AFFAIRS
12:00PM - 1:00PM	12:00PM - 1:00PM	MSU100	--	Zeta Phi Beta Meeting	GREEK LIFE

# RESOURCE

## Inventory Worksheet

For: 05/07/2002 12:00 PM

---

RESOURCE NAME	STOCK LEVEL	CURRENTLY IN USE	INVENTORY
35 MM Film Projector	2	--	
A.V. Tech	4	--	
Computer - Apple	10	--	
Computer - PC	10	--	
Computer Technician	3	--	
DVD Player	4	--	
Data Connection - Add	(Not Set)	--	
Datapjector	5	--	
Extension Cord	10	--	
Microphone	4	--	
Microphone, Stereo, Surround Sound	2	--	
Screen	8	--	
Slide Projector	3	--	
Stereo (CD, Tape, Speakers)	5	--	
Television	10	--	
Tv/Vcr	10	--	
VCR	5	--	

# Resource Master Definitions

## Resource Categories

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### Category

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Catering  
Custodial  
Facilities  
Media Services  
Personnel  
Student Center

# Resource Master Definitions

## Resource Custom Attributes List

Custom Attribute	Data Type
Group Ownership	Organization
Manufacturer	String
Technician	Contact
Warranty Expiration	Date

# RESOURCE

## Stock Level Report

For Date: 04/03/2002

RESOURCE NAME	STOCK LEVEL	COMMENTS	SUBSTITUTE WITH
35 MM Film Projector	2		
35 MM Film Projector	2		
A.V. Tech	4		
A.V. Tech	4		
Computer - Apple	10		
Computer - Apple	10		
Computer - PC	10		
Computer - PC	10		
Computer Technician	3		
Computer Technician	3		
Data Connection - Add	(Not Set)		
Data Connection - Add	(Not Set)		
Datapjector	5		
Datapjector	5		
DVD Player	4		
DVD Player	4		
Extension Cord	10		
Extension Cord	10		
Microphone	4		
Microphone	4		
Microphone, Stereo, Surround Sound	2		
Microphone, Stereo, Surround Sound	2		
Screen	8		
Screen	8		
Slide Projector	3		
Slide Projector	3		
Stereo (CD, Tape, Speakers)	5		
Stereo (CD, Tape, Speakers)	5		
Television	10		
Television	10		
Tv/Vcr	(Not Set)		
Tv/Vcr	(Not Set)		
VCR	5		Tv/Vcr
VCR	5		Tv/Vcr

# Spaces By Campus Partition

## BOTHWELL CLASSROOM COMPLEX

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
BCC101	Bothwell Classroom Complex 101	Not for public requests.	25	--
BCC103	Bothwell Classroom Complex 103		25	--
BCC105	Bothwell Classroom Complex 105		25	--
BCC107	Bothwell Classroom Complex 107		25	--
BCC190	Bothwell Computer Lab - MAC	This lab must be staffed during open times with an approved student monitor.	12	--
BCC200	Bothwell Classroom Complex 200		30	--
BCC260	Bothwell Computer Lab		24	--

## BUSINESS ADMIN QUAD

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
BAQ180	Business Admin. Quad Computer Lab		24	--

## HEYDON ADV. TECHNOLOGY WING

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
TECH100	Heydon Adv. Technology PC Lab 100	Security codes NOT to be given to public. If used for public request, appropriate staff memeber must open/close doors.	24	--
TECH110	Heydon Adv. Technology PC Lab 110		24	--
TECH120	Heydon Adv. Technology UNIX Lab		12	--
TECH203	Heydon Adv. Technology 203		32	--

# Spaces By Category

## BALLROOM

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
MSU HALL	Mac Leod Student Union Memorial Hall	Not available for public requests. Student use only. Must be approved by the MSU scheduling staff.	300	--

## MACLEOD STUDENT UNION

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
MSU FOYER	Mac Leod Student Union Foyer	Not available for public requests. Student use only. Must receive approval from MSU scheduler.  Students will be billed for all excess clean up necessary after their event.	0	--
MSU HALL	Mac Leod Student Union Memorial Hall	Not available for public requests. Student use only. Must be approved by the MSU scheduling staff.	300	--
MSU MEETING ROOM	Mac Leod Student Union Meeting Room	Not available for public requests. Student use only. Must be approved by MSU scheduling staff.	15	--
MSU100	MacLeod Student Union Room 100	Not available for public requests. Student use only. Must be approved by MSU scheduling staff.	25	--
MSU150	Mac Leod Student Union Room 150	Not available for public requests. Student use only. Must be approved by MSU scheduling staff.	40	--
MSU200	Mac Leod Student Union Room 200	Not available for public requests. Student use only. Must be approved by MSU scheduling staff.	50	--
MSU250	Mac Leod Student Union Room 250	Not available for public requests. Student use only. Must be approved by MSU scheduling staff.	25	--

## MEETING ROOM

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
MSU MEETING ROOM	Mac Leod Student Union Meeting Room	Not available for public requests. Student use only. Must be approved by MSU scheduling staff.	15	--

## WEST CAMPUS

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments:</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>
MSU FOYER	Mac Leod Student Union Foyer	Not available for public requests. Student use only. Must receive approval from MSU scheduler.  Students will be billed for all excess clean up necessary after their event.	0	--
MSU HALL	Mac Leod Student Union Memorial Hall	Not available for public requests. Student use only. Must be approved by the MSU scheduling staff.	300	--

# Spaces by Layout

Grouped by Layout

## BOARDROOM

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments</i>	<i>Capacity</i>	<i>Fill Ratio</i>
BCC204	Bothwell Classroom Complex 204		30	--

## CIRCLE

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments</i>	<i>Capacity</i>	<i>Fill Ratio</i>
BCC103	Bothwell Classroom Complex 103		25	--
BCC200	Bothwell Classroom Complex 200		28	--

## CLASSROOM ROWS

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments</i>	<i>Capacity</i>	<i>Fill Ratio</i>
BCC101	Bothwell Classroom Complex 101	Not for public requests.	25	--
BCC103	Bothwell Classroom Complex 103		25	--
BCC105	Bothwell Classroom Complex 105		25	--
BCC107	Bothwell Classroom Complex 107		25	--
BCC111	Bothwell Classroom Complex Room 111		40	--
BCC200	Bothwell Classroom Complex 200		30	--
BCC204	Bothwell Classroom Complex 204		35	--
BCC205	Bothwell Classroom Complex Room 205		40	--
BCC270	Bothwell Classroom Complex 270		40	--
BCC305	Bothwell Classroom Complex 305		60	--
BCC306	Bothwell Classroom Complex Room 306		40	--
BCC310	Bothwell Classroom Complex 310		50	--
BCC333	Bothwell Classroom Complex 333		45	--

## HORSESHOE

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments</i>	<i>Capacity</i>	<i>Fill Ratio</i>
BCC101	Bothwell Classroom Complex 101	Not for public requests.	20	--
BCC111	Bothwell Classroom Complex Room 111		30	--
BCC155	Bothwell Large Lecture Hall 155		200	--
BCC178	Bothwell Classroom Complex 178		25	--
BCC205	Bothwell Classroom Complex Room 205		30	--
BCC270	Bothwell Classroom Complex 270		28	--
BCC306	Bothwell Classroom Complex Room 306		30	--

## ROUNDS OF 10

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments</i>	<i>Capacity</i>	<i>Fill Ratio</i>
BCC105	Bothwell Classroom Complex 105		20	--

## SEMINAR SEATING

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Comments</i>	<i>Capacity</i>	<i>Fill Ratio</i>
BCC107	Bothwell Classroom Complex 107		20	--
BCC178	Bothwell Classroom Complex 178		21	--

# Space Definitions

## BALL

**Formal Name:** Macey Ballroom  
**Partition:** None Defined  
**Max Capacity:** 200.00  
**Default Seat Ratio:** 25.00

Space Layout(s)	Capacity	Fill Ratio
* Ballroom	200	
Banquet	200	
Rounds Of 10	200	
Rounds Of 15	200	
* Default Space Layout		

Space Features	Quantity	S25
Dark-out Capability	0	Yes
Dataprojector Overhead	0	Yes
Lighting: Dimmer Switch	0	
Tv/Vcr	0	Yes
V.C.R./Video Recorder	0	Yes

Relationships
<b>Close To</b>
ARTS103
<b>Divides Into</b>
BALL1
BALL2
BALL3

Space Categories
Ballroom
East Campus
Open For Public Use Requests
Wheelchair Accessible

Space Custom Attribute	Value
Ceiling Height	
Floor Area (Sq. Ft)	
Nearest Parking Lot	North Lot A
Approval For Use From:	Tobi Macey

# Space Listing

<i>Space Name</i>	<i>Space Formal Name</i>	<i>Max Capacity</i>	<i>Fill Ratio</i>	<i>Campus Partition</i>	<i>Default Layout</i>
BAQ180	Business Admin. Quad Computer Lab	24	--	Business Admin Quad	
BCC101	Bothwell Classroom Complex 101	25	--	Bothwell Classroom Complex	Classroom Rows
BCC103	Bothwell Classroom Complex 103	25	--	Bothwell Classroom Complex	Circle
BCC105	Bothwell Classroom Complex 105	25	--	Bothwell Classroom Complex	Classroom Rows
BCC107	Bothwell Classroom Complex 107	25	--	Bothwell Classroom Complex	Classroom Rows
BCC190	Bothwell Computer Lab - MAC	12	--	Bothwell Classroom Complex	
BCC200	Bothwell Classroom Complex 200	30	--	Bothwell Classroom Complex	Classroom Rows
BCC260	Bothwell Computer Lab	24	--	Bothwell Classroom Complex	Tiered Seating
TECH100	Heydon Adv. Technology PC Lab 100	24	--	Heydon Adv. Technology Wing	Classroom Rows
TECH110	Heydon Adv. Technology PC Lab 110	24	--	Heydon Adv. Technology Wing	
TECH120	Heydon Adv. Technology UNIX Lab	12	--	Heydon Adv. Technology Wing	
TECH203	Heydon Adv. Technology 203	32	--	Heydon Adv. Technology Wing	Tiered Seating

# Space Master Definitions

## Campus Partitions List

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### Partition

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Bothwell Classroom Complex

Business Admin Quad

Daly Center For The Performing Arts

Heydon Adv. Technology Wing

Hutton Science Center

Pardee Language Wing

Wolfston Justice Bldg.

# Space Master Definitions

## Space Features List

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<b>Feature</b>	<b>S25 Feature</b>
Anatomical Charts	Yes
Anatomical Models	Yes
Board - Erasable	Yes
Carpeting	Yes
Computer Lab: Macs	Yes
Computer Lab: Macs & P.C.S	Yes
Computer Lab: Pcs	Yes
Computers - Networked P.C.'S	Yes
Courtroom Equipment	Yes
Dark-out Capability	Yes
Dataprojector	Yes
Dataprojector Overhead	Yes
Floor - Tiered	Yes
Gym	
Internet Accessible	Yes
Lectern	Yes
Lighting: Dimmer Switch	
Microscopes	
No Air Conditioning	
No Windows	
Periodic Chart Of Elements	
Piano	Yes
Printers	Yes
Projector Screen - Permanent Mount	Yes
Projector Screen-portable	Yes
Seating - Conference Table/Chairs	Yes
Seating - Fixed	Yes
Seating - Moveable Chairs	Yes
Seating - Tiered	Yes
Skeleton	
Slide Projector	Yes
Soundproof Room	Yes
Stage	
Telephone	Yes
Tv/Vcr	Yes
V.C.R./Video Recorder	Yes
Video-tele Conference	Yes

# Space Master Definitions

## Space Categories List

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### Category

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Athletic Owned  
Ballroom  
Casey Commons  
Chapman Arena & Fields Complex  
Computer Labs  
Conference Space  
Display On Web-- Meeting Rooms  
Display On Web-- Conference Space  
Downtown Campus  
East Campus  
General Usage Classroom  
History Owned  
Jemison Galleries  
Key Card Access Only  
Large Lecture Halls  
Law School Only  
Macleod Student Union  
Meeting Room  
Open For Public Use Requests  
S25 Rooms  
West Campus  
Wheelchair Accessible

# Space Master Definitions

## Space Layouts List

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### Layout

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Ballroom  
Banquet  
Boardroom  
Circle  
Classroom Rows  
Conference  
Horseshoe  
Rounds Of 10  
Rounds Of 15  
Seminar Seating  
Test  
Theater Style  
Tiered Seating

# Space Master Definitions

## Space Custom Attributes List

---

<b>Custom Attribute</b>	<b>Data Type</b>
Approval For Use From:	Contact
Blueprint	File Reference
Ceiling Height	Integer
Floor Area (Sq. Ft)	Integer
Keyholder	Contact
Lock Time	Time
Maintenance Begin Date	Date
Maintenance End Date	Date
Maintenance Person	Contact
Map	File Reference
Nearest Parking Lot	String
Open Time	Time
Visual Obstruction?	Boolean

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>4</b> 03:00PM-04:00PM Luau Practice 07:00PM-10:00PM Foreign Film Night	<b>5</b> 03:00PM-05:00PM Quite Study Hall	<b>6</b>
<b>7</b>	<b>8</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>9</b> 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>10</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>11</b> 03:00PM-04:00PM Luau Practice 07:00PM-10:00PM Foreign Film Night	<b>12</b> 03:00PM-05:00PM Quite Study Hall	<b>13</b>
<b>14</b>	<b>15</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>16</b> 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>17</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>18</b> 03:00PM-04:00PM Luau Practice 07:00PM-10:00PM Foreign Film Night	<b>19</b> 03:00PM-05:00PM Quite Study Hall	<b>20</b>
<b>21</b>	<b>22</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>23</b> 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>24</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>25</b> 03:00PM-04:00PM Luau Practice 07:00PM-10:00PM Foreign Film Night	<b>26</b> 03:00PM-05:00PM Quite Study Hall	<b>27</b>
<b>28</b>	<b>29</b> 08:00AM-09:00AM Interview Skills 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall	<b>30</b> 11:00AM-01:00PM Future Leaders Discussion Group 03:00PM-05:00PM Quite Study Hall				

# SPACE SECURITY REPORT

## BCC100

Bothwell Classroom Complex 100

Owner: r25demo 'r25demo'

### Object Security

<b>Academic Schedulers</b>	Object	Default	Full Control
	Scheduling		Full Control
<b>Athletic Schedulers</b>	Object	Default	Read Only
	Scheduling		Read Only
<b>Event Schedulers</b>	Object	Default	Full Control
	Scheduling		Full Control
<b>Service Providers</b>	Object	Default	Read Only
	Scheduling		Read Only
<b>System Administrators</b>	ASSIGN	Default	Full Control
	Object		Full Control
	Ownership		Read Only
	Permissions		Full Control
	Scheduling		Full Control
<b>Webuser</b>	ASSIGN		Full Control

## BCC101

Bothwell Classroom Complex 101

Owner: r25demo 'r25demo'

### Object Security

<b>Academic Schedulers</b>	Object	Default	Full Control
	Scheduling		Full Control
<b>Athletic Schedulers</b>	Object	Default	Read Only
	Scheduling		Read Only
<b>Event Schedulers</b>	Object	Default	Full Control
	Scheduling		Full Control
<b>Service Providers</b>	Object	Default	Read Only
	Scheduling		Read Only
<b>System Administrators</b>	ASSIGN	Default	Full Control
	Object		Full Control
	Ownership		Read Only
	Permissions		Full Control
	Scheduling		Full Control
<b>Webuser</b>	ASSIGN		Full Control

# Space Unlock - Lock Report

Monday, May 6, 2002

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	Standard Open Time	First Event Starts	Last Event Ends	Standard Close Time
BCC100	7:00 AM	8:15 AM	10:00 AM	10:30 PM
BCC101	7:00 AM	2:00 PM	4:00 PM	10:30 PM
BCC103	7:00 AM	9:00 AM	12:30 PM	10:30 PM
BCC105	7:00 AM	9:00 AM	4:00 PM	10:30 PM
BCC107	7:00 AM	9:00 AM	2:30 PM	10:30 PM
BCC111	7:00 AM	9:15 AM	11:00 AM	10:30 PM
BCC155	7:00 AM	1:00 PM	2:30 PM	10:30 PM
BCC178	7:00 AM	9:00 AM	9:50 AM	10:30 PM
BCC190	7:00 AM	No Scheduled Events		10:30 PM
BCC200	7:00 AM	7:00 AM	3:50 PM	10:00 PM
BCC201	7:00 AM	8:00 AM	9:45 AM	10:00 PM
BCC204	7:00 AM	9:00 AM	11:15 AM	10:00 PM
BCC205	7:00 AM	11:00 AM	11:50 AM	10:00 PM
BCC208	7:00 AM	8:00 AM	12:30 PM	10:00 PM
BCC210	7:00 AM	8:00 AM	9:30 AM	9:00 PM
BCC260	7:00 AM	9:00 AM	2:00 PM	9:00 PM
BCC270	7:00 AM	No Scheduled Events		10:00 PM
BCC300	7:00 AM	No Scheduled Events		10:00 PM
BCC305	7:00 AM	No Scheduled Events		10:00 PM
BCC306	7:00 AM	No Scheduled Events		10:00 PM
BCC310	7:00 AM	No Scheduled Events		10:00 PM
BCC333	7:00 AM	No Scheduled Events		10:00 PM
BCC340	7:00 AM	No Scheduled Events		10:00 PM
BCC360	7:00 AM	No Scheduled Events		10:00 PM
BCC370	7:00 AM	9:00 AM	9:50 AM	10:00 PM

# Space Utilization

Based on events from 8:00 AM to 5:00 PM, between 01/01/2002 and 01/31/2002. There are 207.00 hours in the report period, (N).

A	B	C	D	E	F	G	H	I	J	K	L	M
<i>Total Hours for Space: 207</i>	<i>Max. Capacity</i>	<i>Fill Ratio</i>	<i>Reg. Head Count</i>	<i>Exp. Head Count</i>	<i>Hours per Meeting</i>	<i>Number of Meetings</i>	<i>Total Hours Used</i>	<i>Contact Hours</i>	<i>Time Utilization</i>	<i>Class Utilization</i>	<i>Station Utilization</i>	<i>Net Utilization</i>
BAQ100	20											
Asia810			-	15	1.75	4	7.00	105.00	3.38%	75.00%		
Phil280			-	20	0.83	3	2.50	50.00	1.21%	100.00%		
Psych300			-	20	0.83	4	3.33	66.67	1.61%	100.00%		
Soc370			-	20	1.50	4	6.00	120.00	2.90%	100.00%		
<i>Utilization summary for BAQ100 during the report period =</i>							18.83	341.67	9.10 %	93.75 %	8.25 %	0.75 %
										(average)		

# Space Utilization

Based on events from 8:00 AM to 5:00 PM, between 01/01/2002 and 01/31/2002. There are 207.00 hours in the report period, (N).

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This report shows space utilization for all spaces where events are assigned between the parameter dates and times entered at the time the report was printed. The data is grouped by space then by events assigned to each space. The utilization figures are computed as follows:

## Column A

Total possible hours for space is calculated by taking the total possible hours for the report period (N) defined by the user report parameters and subtracting the total blackout hours for the space during that same time period.

## Columns B & C

Maximum Capacity and Fill Ratio are the values entered in the Maximum Capacity and Default Fill Ratio fields of the Edit Space form. The space utilization computations cannot be made where no value is entered into Maximum Capacity.

## Columns D & E

Registered Head Count and Expected Head Count are values entered into the Expected and Registered Head Count fields on the R25 Edit Event form. If no values have been entered into these fields for an event, then some of the space utilization calculations on this report cannot be made for that event. The report will give a notice when this is the case.

## Column F

Hours per Meeting is the length of time, in hours, that one occurrence of the event occurs during the hours of interest. If a pad time was entered as a Report Parameter, the pad time is added to this time.

## Column G

Number of Meetings is the number of times this event occurs during the report period.

## Column H

Total Hours Used is the total number of hours for all occurrences of this event during the report period. This is the product of (column F), Hours per Meeting, and (column G,) Number of Meetings.

## Column I

Contact Hours is the product of (column H), Total Hours Used, and the Head Count. (The Head Count value used in these calculations is the Registered Head Count, unless no value has been entered, in which case the Expected Head count is used. If no value was entered for either field, then the calculation cannot be made.)

## Column J

Time Utilization is the percentage of time in hours that the space is used for this event during the report period as compared to the total hours for the space in the report period. This is the quotient of Column H, Total Hours Used, divided by the Total Hours For Space (column A). This value is expressed as a percentage not a decimal.

## Column K

Class Utilization is the percentage of seats used for each occurrence of an event compared to the Maximum Capacity of the space. Class Utilization is calculated by taking (column D) Registered Head Count if greater then 0 else (column E) Expected Head Count divided by (column B) Maximum Capacity, multiplied by 100. This value is expressed as a percentage not a decimal.

## Column L

Station Utilization is the percentage of actual total contact hours compared to the total contact hours possible for the space during the Report Period, which is the space's Maximum Capacity multiplied by the Total Hours For Space (column A). This value is expressed as a percentage not a decimal.

## Column M

Net Utilization is the product of Time Utilization and the Station Utilization. This value is expressed as a percentage not a decimal.

The Total Hours per Report Period (N) is computed from the date and time range entered when the report was printed.

# Space Utilization

Based on events from 8:00 AM to 5:00 PM, between 01/01/2002 and 01/31/2002. There are 207.00 hours in the report period, (N).

## Summary Page

<u>Space Name</u>	<u>Time Utilization</u>	<u>Station Utilization</u>	<u>Net Room Utilization</u>
BAQ100	8.25	9.10	0.75
BAQ102	12.50	9.66	1.21
BAQ104	8.70	8.70	0.76
BAQ106	1.21	1.21	0.01
BAQ110	0.00	0.00	0.00
BAQ150	0.00	0.00	0.00
BAQ180	5.10	6.12	0.31

# Space Utilization Summary

Based on events from 8:00 AM to 5:00 PM, between 01/01/2002 and 01/31/2002. There are 207.00 hours in the report period, (J).

	A Total Possible Hours	B Max. Capacity	C Fill Ratio	D Total Hours Used	E Contact Hours	F Time Utilization	G Class Utilization	H Station Utilization	I Net Utilization
BAQ100	207.00	20		18.83	341.67	9.10 %	93.75 %	8.25 %	0.75 %
BAQ102	207.00	19		20.00	491.67	9.66 %	125.00 %	12.50 %	1.21 %
BAQ104	207.00	25		18.00	450.00	8.70 %	100.00 %	8.70 %	0.76 %
BAQ106	207.00	25		2.50	62.50	1.21 %	100.00 %	1.21 %	0.01 %
BAQ110	207.00	9		<i>There are no reservations for this space</i>					
BAQ150	207.00	20		<i>There are no reservations for this space</i>					
BAQ180	207.00	24		12.67	253.33	6.12 %	83.33 %	5.10 %	0.31 %
BAQ200	207.00	31		30.67	920.00	14.81 %	96.77 %	14.34 %	2.12 %
BAQ210	207.00	30		24.83	745.00	12.00 %	100.00 %	12.00 %	1.44 %
BAQ240	207.00	30		19.17	575.00	9.26 %	100.00 %	9.26 %	0.86 %
BAQ280	207.00	120	50.00	7.00	637.50	3.38 %	72.92 %	2.57 %	0.09 %
BAQ290	207.00	34		<i>There are no reservations for this space</i>					

This report shows space utilization for all spaces where events are assigned between the parameter dates and times entered at the time the report was printed. The utilization figures are computed as follows:

#### Column A

Total possible hours for space is calculated by taking the total possible hours for the report period (J) defined by the user report parameters and subtracting the total blackout hours for the space during that same time period.

#### Columns B & C

Maximum Capacity and Fill Ratio are the values entered in the Maximum Capacity and Default Fill Ratio fields of the Edit Space form. The space utilization computations cannot be made where no value is entered into Maximum Capacity.

#### Column D

Total Hours Used is the total number of hours for all occurrences of all events during the report period. This is the sum of the products of (hours used per meeting) \* (the number of meetings for each event). Hours used per meeting is the length of time in hours for one occurrence of an event. If a pad time was entered as a report parameter, the pad times are added to this calculation.

#### Column E

Contact Hours is the product of Total Hours Used and the Head Count. (The report uses a Head Count value, which can be one of two user entered values in R25. Neither of the two values is mandatory, so if both values are null then the data needed to calculate this report will be inadequate. The report will give a notice when this is the case.)

#### Column F

Time Utilization is the percentage of time in hours a space is used for events during the report period as compared to the total hours in the report period. This is the quotient of (column D) the Total Hours Used, divided by (column A) Total Possible Hours. This value is expressed as a percentage not a decimal.

#### Column G

Class Utilization is the average percentage of seats used compared to the Maximum Capacity. This value is expressed as a percentage not a decimal.

#### Column H

Station Utilization is the percentage of actual total contact hours compared to the total possible contact hours for the space during the Report Period, which is the space's Maximum Capacity multiplied by the total Report Period Hours. This value is expressed as a percentage not a decimal.

#### Column I

Net Utilization is the product of Time Utilization and the Station Utilization. This value is expressed as a percentage not a decimal.

The Total Hours per Report Period (J) is computed from the date and time range entered when the report was printed.

# Space Utilization Summary

Based on events from 8:00 AM to 5:00 PM, between 01/01/2002 and 01/31/2002. There are 207.00 hours in the report period, (J).

## Summary Page

<u>Space Name</u>	<u>Time Utilization</u>	<u>Station Utilization</u>	<u>Net Room Utilization</u>
BAQ100	8.25	9.10	0.75
BAQ102	12.50	9.66	1.21
BAQ104	8.70	8.70	0.76
BAQ106	1.21	1.21	0.01
BAQ110	0.00	0.00	0.00
BAQ150	0.00	0.00	0.00
BAQ180	5.10	6.12	0.31
BAQ200	14.34	14.81	2.12
BAQ210	12.00	12.00	1.44
BAQ240	9.26	9.26	0.86
BAQ280	2.57	3.38	0.09
BAQ290	0.00	0.00	0.00

# Time Spread by Department

01/01/2002 to 05/31/2002

## ACCOUNTING



	Overall	Critical Range	%
Reservations	295	0	0.0%
Total Hours:	561.6	0.0	0.0%
Exp Hours:		337.0	60.00
Difference:		-337.0	-60.0%
Std Deviation:		11.61	
Z-Score:		-29.02	

## AFRICAN STUDIES



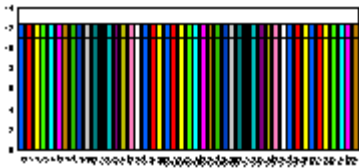
	Overall	Critical Range	%
Reservations	170	0	0.0%
Total Hours:	254.8	0.0	0.0%
Exp Hours:		152.9	60.00
Difference:		-152.9	-60.0%
Std Deviation:		7.82	
Z-Score:		-19.55	

## ANTHROPOLOGY



	Overall	Critical Range	%
Reservations	156	0	0.0%
Total Hours:	225.1	0.0	0.0%
Exp Hours:		135.1	60.00
Difference:		-135.1	-60.0%
Std Deviation:		7.35	
Z-Score:		-18.37	

## ART



	Overall	Critical Range	%
Reservations	47	0	0.0%
Total Hours:	70.5	0.0	0.0%
Exp Hours:		42.3	60.00
Difference:		-42.3	-60.0%
Std Deviation:		4.11	
Z-Score:		-10.28	

## ART HISTORY



	Overall	Critical Range	%
Reservations	388	0	0.0%
Total Hours:	509.7	0.0	0.0%
Exp Hours:		305.8	60.00
Difference:		-305.8	-60.0%
Std Deviation:		11.06	
Z-Score:		-27.65	

## ASIAN STUDIES



	Overall	Critical Range	%
Reservations	153	0	0.0%
Total Hours:	297.3	0.0	0.0%
Exp Hours:		178.4	60.00
Difference:		-178.4	-60.0%
Std Deviation:		8.45	
Z-Score:		-21.12	

## ASTRONOMY



	Overall	Critical Range	%
Reservations	136	0	0.0%
Total Hours:	134.0	0.0	0.0%
Exp Hours:		80.4	60.00
Difference:		-80.4	-60.0%
Std Deviation:		5.67	
Z-Score:		-14.18	

## BIOLOGY



	Overall	Critical Range	%
Reservations	299	0	0.0%
Total Hours:	381.8	0.0	0.0%
Exp Hours:		229.1	60.00
Difference:		-229.1	-60.0%
Std Deviation:		9.57	
Z-Score:		-23.93	

## BUSINESS ADMIN

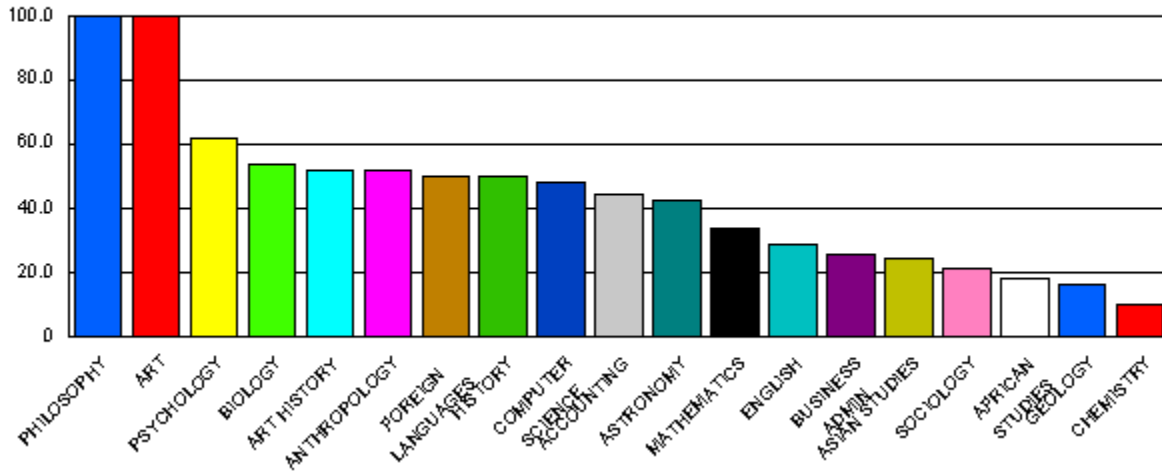


	Overall	Critical Range	%
Reservations	282	0	0.0%
Total Hours:	374.0	0.0	0.0%
Exp Hours:		224.4	60.00
Difference:		-224.4	-60.0%
Std Deviation:		9.47	
Z-Score:		-23.69	

# Time Spread by Department

01/01/2002 to 05/31/2002

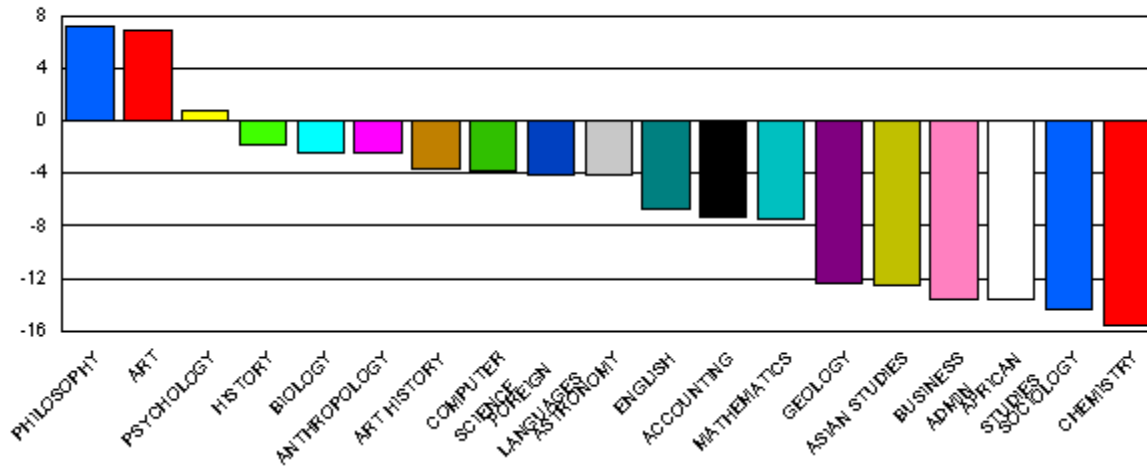
## Organization - Chart by % in Critical Range



# Time Spread by Department

01/01/2002 to 05/31/2002

## Organization - Chart by Z-Score



## BCC Rooms Spring 2002 Classes

3/4/2002 → 3/8/2002

03/04/2002 - 03/08/2002

Space	Mon, 3/4/2002	Tue, 3/5/2002	Wed, 3/6/2002	Thu, 3/7/2002	Fri, 3/8/2002
BCC101		Cs101 Introduction To Computer Science 8A- 9:50A		Cs101 Introduction To Computer Science 8A- 9:50A	
BCC105	Soc490 9A- 9:50A		Soc490 9A- 9:50A		
BCC111	Fin101j--japanese 9:15A-11A		Fin101j--japanese 9:15A-11A		Fin101j--japanese 9:15A-11A
BCC178	Arthis101 9A- 9:50A	Arthis101 9A- 9:50A  Arthis101b 12:30P- 2:30P	Arthis101 9A- 9:50A	Arthis101 9A- 9:50A  Arthis101b 12:30P- 2:30P	Arthis101 9A- 9:50A
BCC190		Cs202 Intro To Java 10A-11:50A		Cs202 Intro To Java 10A-11:50A	
BCC200	Soc510 7A- 7:50A  Fin201j--japanese 8A-10A  Astr410 10A-10:50A  Fin201r--russian 1P- 1:50P  Soc101 3P- 3:50P	Soc510 7A- 7:50A  Fin201f--french 11A-11:50A  Fin201r--russian 1P- 1:50P  Soc101 3P- 3:50P	Soc510 7A- 7:50A  Fin201j--japanese 8A-10A  Astr410 10A-10:50A  Fin201r--russian 1P- 1:50P  Soc101 3P- 3:50P	Soc510 7A- 7:50A  Fin201f--french 11A-11:50A  Fin201r--russian 1P- 1:50P  Soc101 3P- 3:50P	Soc510 7A- 7:50A  Fin201j--japanese 8A-10A  Fin201r--russian 1P- 1:50P  Soc101 3P- 3:50P
BCC204	Hist470 9A- 9:50A  Afs102 10:15A-11:15A	Asia100 1P- 3:15P	Hist470 9A- 9:50A  Afs102 10:15A-11:15A	Asia100 1P- 3:15P	Hist470 9A- 9:50A  Afs102 10:15A-11:15A
BCC208	Afs100 8A- 9:30A  Ant200 11A-12:30P	Ant170 12:30P- 2P  Afs202 2P- 4:15P	Afs100 8A- 9:30A  Ant200 11A-12:30P	Ant170 12:30P- 2P  Afs202 2P- 4:15P	Afs100 8A- 9:30A  Ant200 11A-12:30P

# ROOM ACTIVITY DATE/TIME GRID

Report Printed on 11/26/2002 at 1:00 PM

**BCC208**

*Bothwell Classroom Complex 208*

**2/18/2002**       **2/22/2002**

	Mon, 2/18/2002	Tue, 2/19/2002	Wed, 2/20/2002	Thu, 2/21/2002	Fri, 2/22/2002
08:00 AM	Afs100 <i>Rsrv_3730</i>		Afs100 <i>Rsrv_3730</i>		Afs100 <i>Rsrv_3730</i>
08:30 AM	Afs100 <i>Rsrv_3730</i>		Afs100 <i>Rsrv_3730</i>		Afs100 <i>Rsrv_3730</i>
09:00 AM	Afs100 <i>Rsrv_3730</i>		Afs100 <i>Rsrv_3730</i>		Afs100 <i>Rsrv_3730</i>
09:30 AM					
10:00 AM					
10:30 AM					
11:00 AM	Ant200 <i>Class</i>		Ant200 <i>Class</i>		Ant200 <i>Class</i>
11:30 AM	Ant200 <i>Class</i>		Ant200 <i>Class</i>		Ant200 <i>Class</i>
12:00 PM	Ant200 <i>Class</i>		Ant200 <i>Class</i>		Ant200 <i>Class</i>
12:30 PM		Ant170 <i>Class</i>		Ant170 <i>Class</i>	
01:00 PM		Ant170 <i>Class</i>		Ant170 <i>Class</i>	
01:30 PM		Ant170 <i>Class</i>		Ant170 <i>Class</i>	
02:00 PM		Afs202 <i>Class</i>		Afs202 <i>Class</i>	
02:30 PM		Afs202 <i>Class</i>		Afs202 <i>Class</i>	
03:00 PM		Afs202 <i>Class</i>		Afs202 <i>Class</i>	
03:30 PM		Afs202 <i>Class</i>		Afs202 <i>Class</i>	
04:00 PM		Afs202 <i>Class</i>		Afs202 <i>Class</i>	
04:30 PM					
05:00 PM					

# April 2002

## Student Union

### Special Events 2002

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p><b>1</b></p> <p>Alpha Phi Sorority Meeting 4P- 5P MSU150</p> <hr/> <p>Studen Affairs Staff Meeting 5P- 7P MSU100</p>	<p><b>2</b></p> <p>Tri Delta Sorority Meeting 4P- 5P MSU250</p>	<p><b>3</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Poetry Reading 7P-10P MSU FOYER</p>	<p><b>4</b></p> <p>Leaders Meeting 1P- 2P MSU100</p> <hr/> <p>Hula Practice 3P- 4P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU100</p> <hr/> <p>Preparing For Finals 5P- 7P MSU150</p> <hr/> <p>Foreign Film Night 7P-10P MSU200</p>	<p><b>5</b></p> <p>Zeta Phi Beta Meeting 12P- 1P MSU100</p> <hr/> <p>Cultural Forum Meetings 12P- 2P MSU MEETING ROOM</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p>		
<p><b>8</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Alpha Phi Sorority Meeting 4P- 5P MSU150</p> <hr/> <p>Studen Affairs Staff Meeting 5P- 7P MSU100</p>	<p><b>9</b></p> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Pledge Meeting 3P- 5P MSU100</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Tri Delta Sorority Meeting 4P- 5P MSU250</p>	<p><b>10</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Poetry Reading 7P-10P MSU FOYER</p> <hr/> <p>Movie Night 7P-10P MSU200</p>	<p><b>11</b></p> <p>Leaders Meeting 1P- 2P MSU100</p> <hr/> <p>Hula Practice 3P- 4P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU100</p> <hr/> <p>Foreign Film Night 7P-10P MSU200</p>	<p><b>12</b></p> <p>Safety Committee Meeting 9A-10A MSU100</p> <hr/> <p>Zeta Phi Beta Meeting 12P- 1P MSU100</p> <hr/> <p>Cultural Forum Meetings 12P- 2P MSU MEETING ROOM</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p>		
<p><b>15</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Alpha Phi Sorority Meeting 4P- 5P MSU150</p> <hr/> <p>Studen Affairs Staff Meeting 5P- 7P MSU100</p>	<p><b>16</b></p> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Tri Delta Sorority Meeting 4P- 5P MSU250</p>	<p><b>17</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Poetry Reading 7P-10P MSU FOYER</p> <hr/> <p>Movie Night 7P-10P MSU200</p>	<p><b>18</b></p> <p>Leaders Meeting 1P- 2P MSU100</p> <hr/> <p>Hula Practice 3P- 4P MSU200</p> <hr/> <p>Foreign Film Night 7P-10P MSU200</p>	<p><b>19</b></p> <p>Zeta Phi Beta Meeting 12P- 1P MSU100</p> <hr/> <p>Cultural Forum Meetings 12P- 2P MSU MEETING ROOM</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p>		

**April 2002**  
**Student Union**  
**Special Events 2002**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p><b>22</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Alpha Phi Sorority Meeting 4P- 5P MSU150</p> <hr/> <p>Studen Affairs Staff Meeting 5P- 7P MSU100</p>	<p><b>23</b></p> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Tri Delta Sorority Meeting 4P- 5P MSU250</p>	<p><b>24</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Poetry Reading 7P-10P MSU FOYER</p> <hr/> <p>Movie Night 7P-10P MSU200</p>	<p><b>25</b></p> <p>Leaders Meeting 1P- 2P MSU100</p> <hr/> <p>Hula Practice 3P- 4P MSU200</p> <hr/> <p>Foreign Film Night 7P-10P MSU200</p>	<p><b>26</b></p> <p>Zeta Phi Beta Meeting 12P- 1P MSU100</p> <hr/> <p>Cultural Forum Meetings 12P- 2P MSU MEETING ROOM</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p>	<p><b>27</b></p>	<p><b>28</b></p>
<p><b>29</b></p> <p>Interview Skills 8A- 9A MSU200</p> <hr/> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Alpha Phi Sorority Meeting 4P- 5P MSU150</p> <hr/> <p>Studen Affairs Staff Meeting 5P- 7P MSU100</p>	<p><b>30</b></p> <p>Future Leaders Discussion Group 11A- 1P MSU200</p> <hr/> <p>Quite Study Hall 3P- 5P MSU200</p> <hr/> <p>Tri Delta Sorority Meeting 4P- 5P MSU250</p>					

# Organization Listing

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<i>Name</i>	<i>Formal Name</i>	<i>Type</i>
ACCOUNTING	Accounting Dept.	Academic Department
AFRICAN	African Studies Dept.	Academic Department
AGRICULTURE	Agriculture Dept.	Academic Department
ANTHROPOLOGY	Anthropology Dept.	Academic Department
ART	Art Dept	Academic Department
ART HISTORY	Art History Dept.	Academic Department
ASIAN	Asian Studies Dept.	Academic Department
ASTRONOMY	Astronomy Department	Academic Department
BIOLOGY	Biology Dept.	Academic Department
BUSINESS ADMIN	Business Administration Dept.	Academic Department
CHEMISTRY	Chemistry Dept.	Academic Department
COMPUTER SCIENCE	Computer Science Dept.	Academic Department
DISTANCE ED	Distance Education Department	Academic Department
DRAMA	Drama Dept	Academic Department
ENGLISH	English Dept.	Academic Department
FOREIGN LANGUAGES	For. Lang. Dept	Academic Department
GEOLOGY	Geology Dept.	Academic Department
HISTORY	History Dept.	Academic Department
LAW	Law School	Academic Department
MATHEMATICS	Mathematics Dept.	Academic Department
MUSIC	Music Dept.	Academic Department
PHILOSOPHY	Philosophy Dept.	Academic Department
PHYSICS	Physics Dept	Academic Department
PSYCHOLOGY	Psychology Department	Academic Department
SOCIOLOGY	Sociology Department	Academic Department
ZOOLOGY	Zoology Dept	Academic Department

# Resource Listing

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***Name***

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Birthday Muffins  
Birthday Sheet Cake  
Bottled Domestic Beer  
Box Lunch Service  
Breakfast Service  
Buffet Service  
Coffee Service  
Food - Unsure  
Formal Dinner  
House Wine--glass  
Lunch Service  
Snacks  
Soda / Juice Service  
Wedding Cake