

Event Request User Guide

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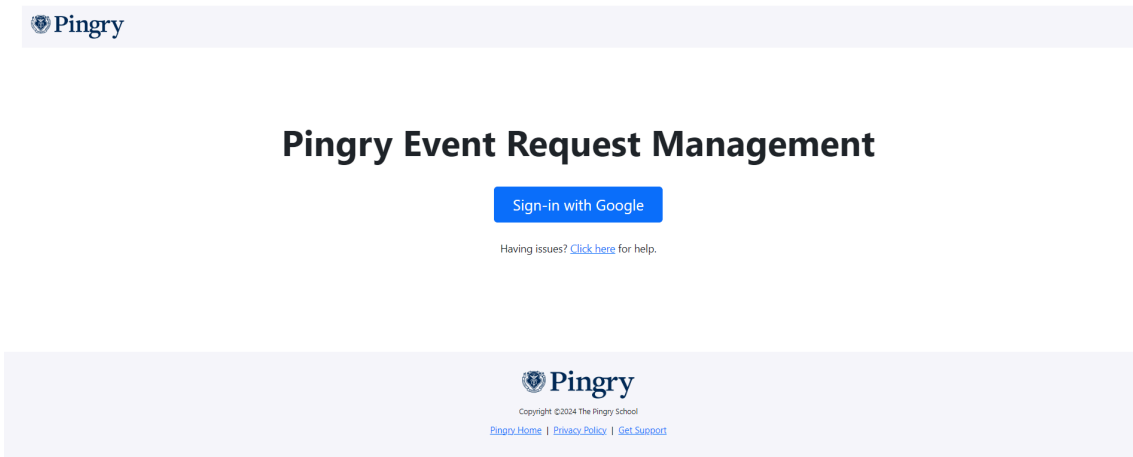
Create a New Event with One Service

Description: How to create an event that requires service(s) (facilities, technology, catering, transportation, etc.).

Steps

#	Step Description
---	------------------

- 1 Browse to the Event Request Management site.



- 2 Click the login button and select your Pingry School Google account.

- 3 On the home page, select one of the four available campuses.



- 4 A new form will appear for you to complete. Complete the required "Basic Info" (i.e. General Information) section of the form.

The screenshot shows the "Event Booking Form" on the Pingry website. The "General Information" section is active, with a sidebar on the left listing "Basic Info", "Room", "Facilities", "Technology", "Catering", "Transportation", "Guests", and "Approvals". The "General Information" section includes a "Submit" button in the top right and a list of icons. Below the heading, there is a prompt: "Please give us some information that will help us plan your event." The form contains several input fields: "Requestor Name" (Name), "Requestor Email" (name@pingry.org), "Requestor Phone Number", "Event Owner Name" (Name), "Owner Email" (name@pingry.org), "Owner Phone Number", "Event Name", "Short Description", "Event Start Date" (mm/dd/yyyy), and "Event Start Time" (---:--:--). A search icon is present next to the "Event Owner Name" field.

- 5 After finishing the "Basic Info" section of the form, go to the "Room" section of the form by using the sidebar. Then, complete the required "Room" section of the form.

The screenshot shows the "Event Booking Form" on the Pingry website, now in the "Room" section. The sidebar on the left has "Room" selected. The "Room" section includes a "Submit" button in the top right and a heading "Room" with a building icon. Below the heading, there is a prompt: "Where will your event be taking place?". The form contains several dropdown menus: "Campus" (Basking Ridge), "Building/Wing" (Entire Campus), and "Requested Room" (ArtsCenter - 217 - Upper Choral Room). A "View" button is next to the "Requested Room" dropdown. Below the dropdowns, there is a text input field with the prompt: "Enter a start date to view room availability." The Pingry logo is visible at the bottom of the page.

- 6 After filling out the "Room" section of the form, use the sidebar to click on any one of the services you need for your event (the services provided are Facilities, Technology, Catering, Transportation, or Guests). Complete the form for the service you choose.

- 7 Once you have completed all of the sections of the form, click on the "Submit" button in the upper right corner. If you get an "Invalid or Incomplete Form" message, please refer to step 8 below. Otherwise, you have successfully completed the form.

8

If you got an "Invalid or Incomplete Form" message, press "Okay" and navigate to the sections of the form that have a red dot and complete the invalid or incomplete parts of the form. Then, submit again.

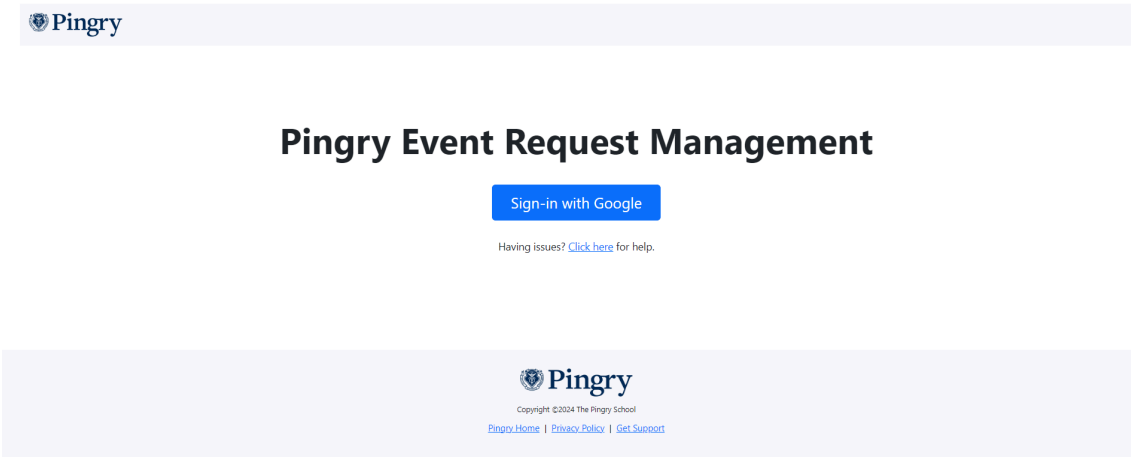
The screenshot shows the Pingry Event Booking Form interface. A modal window titled "Invalid or Incomplete Form" is displayed in the center, with the message: "Please go back and review any fields that are invalid or incomplete." and an "Okay" button. The background form is dimmed. On the left sidebar, the navigation menu includes "Basic Info", "Room", "Facilities", "Technology", "Catering", "Transportation", "Guests", and "Approvals". Red dots are visible next to "Basic Info", "Room", "Catering", and "Transportation", indicating these sections contain errors. The main form area shows a "Submit" button in the top right and several dropdown menus with "This field is required." error messages below them, including "Will your event have attendees that are not Pingry students or employees?", "Is there a registration form to capture attendance?", and "Number of Outside Guests".

Visit Event List

Description: How to view the list of events for your service area, or how to view your own events.

Steps

- | # | Step Description |
|---|--|
| 1 | Browse to the Event Request Management site. |



- | | |
|---|--|
| 2 | Click the login button and select your Pingry School Google account. |
| 3 | On the bar at the top, click the "View Events" drop-down. Then, you will be able to see an option for "My Events." Depending on your service area, there may also be other categories of events that you may view. |



- 4 Once you have clicked on the event category that you would like to view, you will be brought to a page with a list of events.

Pingry Home View Events Submit a New Event

1 Total Events 1 Upcoming Events 0 Pending Approval

My Events

All Upcoming

Show 20 entries Search:

Event ID	Event Submitter	Event Owner	Event Name	Campus	Event Date	Status
BR-237	Name	Name	test0	Basking Ridge	2050-07-16	In Progress

Showing 1 to 1 of 1 entries

Previous 1 Next

Pingry
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View an Existing Event

Description: How to view events that you have created.

Steps

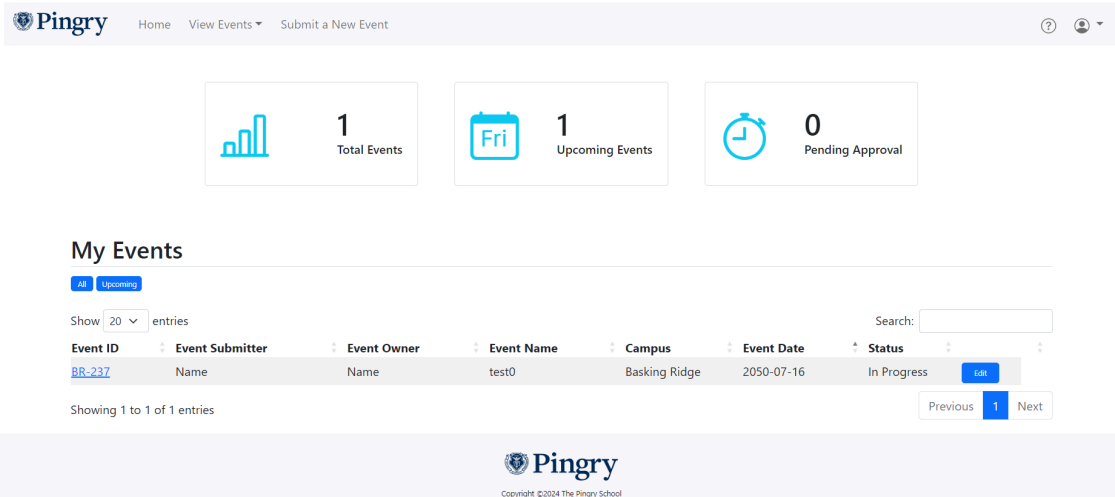
- | # | Step Description |
|---|--|
| 1 | Browse to the Event Request Management site. |

Pingry Event Request Management

Sign-in with Google

Having issues? [Click here](#) for help.

- 2 Click the login button and select your Pingry School Google account.
- 3 On the bar at the top, click the "View Events" drop-down. Then, click on "My Events" to view all of the events you have created.
- 4 A list of existing events should now be displayed. To edit one of the events, or to view more information about this event, see steps 5-9 in [the next section](#).



The screenshot shows the Pingry Event Request Management interface. At the top, there is a navigation bar with the Pingry logo, 'Home', 'View Events' (with a dropdown arrow), and 'Submit a New Event'. On the right side of the navigation bar, there are icons for help, user profile, and a dropdown menu.

Below the navigation bar, there are three summary cards:

- Total Events:** 1 (represented by a bar chart icon)
- Upcoming Events:** 1 (represented by a calendar icon with 'Fri')
- Pending Approval:** 0 (represented by a clock icon)

Below the summary cards, there is a section titled "My Events". It includes a filter for "Upcoming" (selected) and "All". There is a search bar and a "Show 20 entries" dropdown.

Event ID	Event Submitter	Event Owner	Event Name	Campus	Event Date	Status	
BR-237	Name	Name	test0	Basking Ridge	2050-07-16	In Progress	edit

Showing 1 to 1 of 1 entries

Navigation: Previous | 1 | Next

At the bottom of the page, there is a footer with the Pingry logo, 'Copyright ©2024 The Pingry School', and the same footer links as seen in the top section.

Edit an Existing Event

Description: How to edit events that have already been created.

Steps

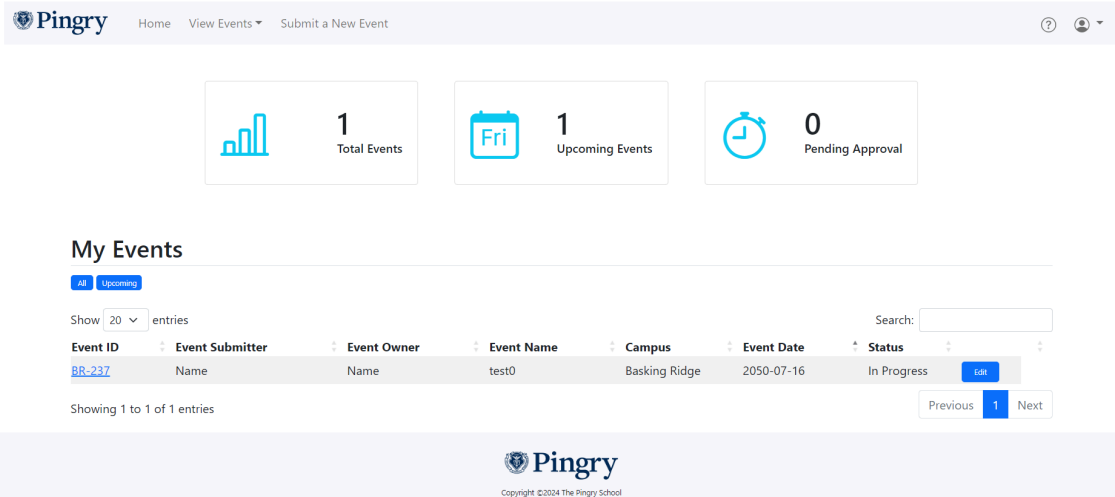
- | # | Step Description |
|---|--|
| 1 | Browse to the Event Request Management site. |

Pingry Event Request Management

[Sign-in with Google](#)

Having issues? [Click here](#) for help.

- 2 Click the login button and select your Pingry School Google account.
- 3 On the bar at the top, click the "View Events" drop-down. Then, click on "My Events" to view all of the events you have created.
- 4 A list of existing events should now be displayed.



The screenshot shows the Pingry Event Request Management dashboard. At the top, there is a navigation bar with the Pingry logo, "Home", "View Events" (with a dropdown arrow), "Submit a New Event", and user profile icons. Below the navigation bar are three summary cards: "Total Events" (1), "Upcoming Events" (1), and "Pending Approval" (0). The main section is titled "My Events" and includes a filter for "Upcoming" events. Below this is a table with columns for Event ID, Event Submitter, Event Owner, Event Name, Campus, Event Date, and Status. A search bar is located to the right of the table. The table contains one entry with ID BR-237, submitted by Name, owned by Name, named test0, at Basking Ridge, on 2050-07-16, with a status of "In Progress". An "Edit" button is next to the status. At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next". The footer of the dashboard includes the Pingry logo, "Copyright ©2024 The Pingry School", and navigation links.

- 5 To edit one of the events, click the "Edit" button on the event you would like to change.

- 6 You will be brought to an "Edit Event Request" form. Edit the parts of the form that you would like to change. (If you would like to add a comment to an event, refer to the [next section](#).)

- 7 After you have finished editing, click the "Save" button in the upper right after you are done. If an "Invalid or Incomplete Form" message appears after clicking "Save," please refer to step 8. Otherwise, you have successfully edited an event.

- 8 If an "Invalid or Incomplete Form" message appeared, you have entered either invalid or incomplete information in some part(s) of the form. Correct the information that has a red message under it.

Pingry Home View Events Submit a New Event

Edit Event Request Save

Basic Info

- Room
- Facilities
- Technology
- Catering
- Transportation
- Guests
- Approvals

General Information

Please give us some information that will help us plan your event.

Requestor Name Name	Requestor Email name@pingry.org	Requestor Phone Number
Event Owner Name This field is required.	Owner Email name@pingry.org	Owner Phone Number
Event Name test0	Short Description t	
Event Start Date	Event Start Time	

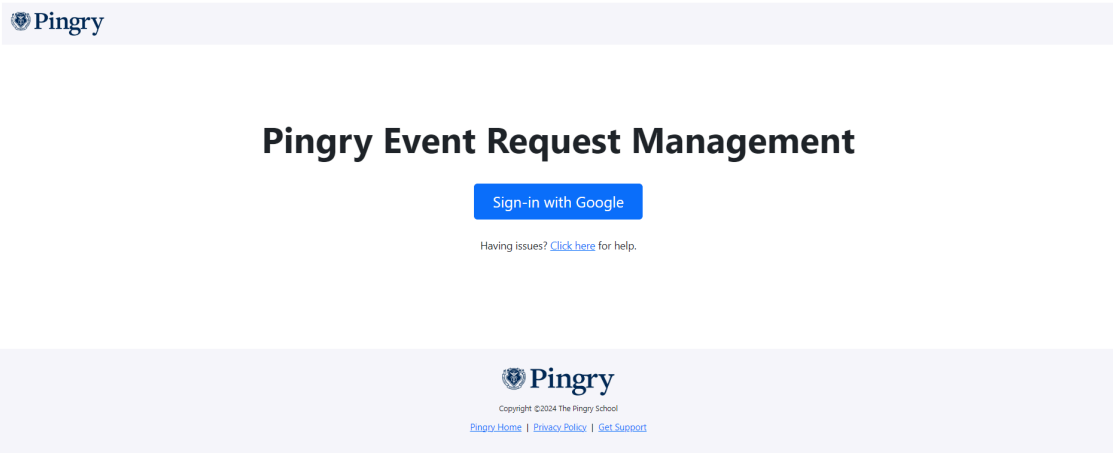
9 After you have corrected all of the information, click "Save" again.

Add a Comment to an Event

Description: How to add comments to an existing event.

Steps

- | # | Step Description |
|---|--|
| 1 | Browse to the Event Request Management site. |



- 2 Click the login button and select your Pingry School Google account.
- 3 On the bar at the top, click the "View Events" drop-down. Then, click on "My Events" to view all of the events you have created.
- 4 A list of existing events should now be displayed.

The screenshot shows the Pingry website dashboard. At the top, there is a navigation bar with the Pingry logo, "Home", "View Events", and "Submit a New Event" links, along with a search icon and a user profile icon. Below the navigation bar are three summary cards: "1 Total Events" with a bar chart icon, "1 Upcoming Events" with a calendar icon, and "0 Pending Approval" with a clock icon. The main section is titled "My Events" and includes a filter for "All" and "Upcoming", a "Show 20 entries" dropdown, and a search box. A table lists one event with the following columns: Event ID (BR-237), Event Submitter (Name), Event Owner (Name), Event Name (test0), Campus (Basking Ridge), Event Date (2050-07-16), and Status (In Progress). An "edit" button is visible next to the event. At the bottom, there is a footer with the Pingry logo and "Copyright ©2024 The Pingry School".

- 5 To add a comment, click the "Edit" button on the event where you would like to add a comment.

This screenshot is identical to the one above, but the "edit" button next to the event in the table is highlighted with a red square, indicating the next step in the process.

- 6 You will be brought to an "Edit Event Request" form.

Edit Event Request

Save

Basic Info

Room

Facilities

Technology

Catering

Transportation

Guests

Approvals

General Information

Please give us some information that will help us plan your event.

Requestor Name: Name
Requestor Email: name@pingry.org
Requestor Phone Number:
Event Owner Name: Name
Owner Email: name@pingry.org
Owner Phone Number:
Event Name: test0
Short Description: t
Event Start Date: 07/16/2050
Event Start Time: 08:00 AM

7 You can only add comments on a specific section of the form (Catering, Technology, etc.). Navigate to the section of the form where you would like to add a comment.

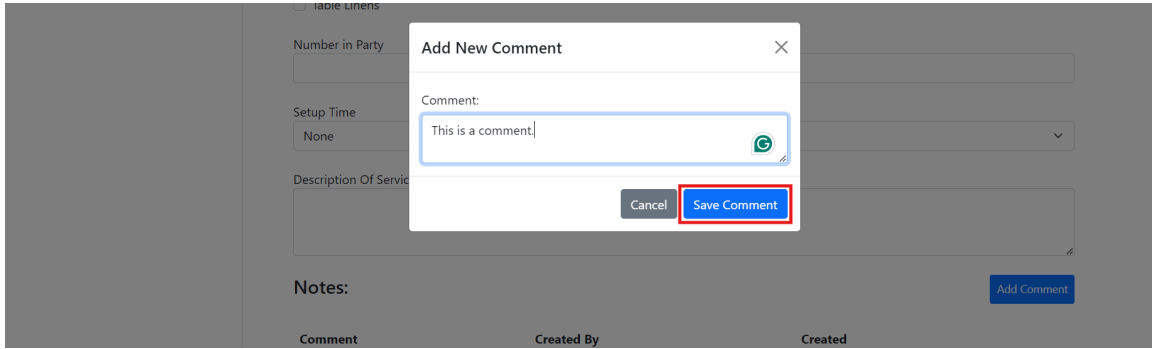
8 Scroll to the bottom of the section of the form where you would like to add a comment. Click on the "Add Comment" button in the bottom right.

Dinner
 Snacks/Refreshments
 Table Linens

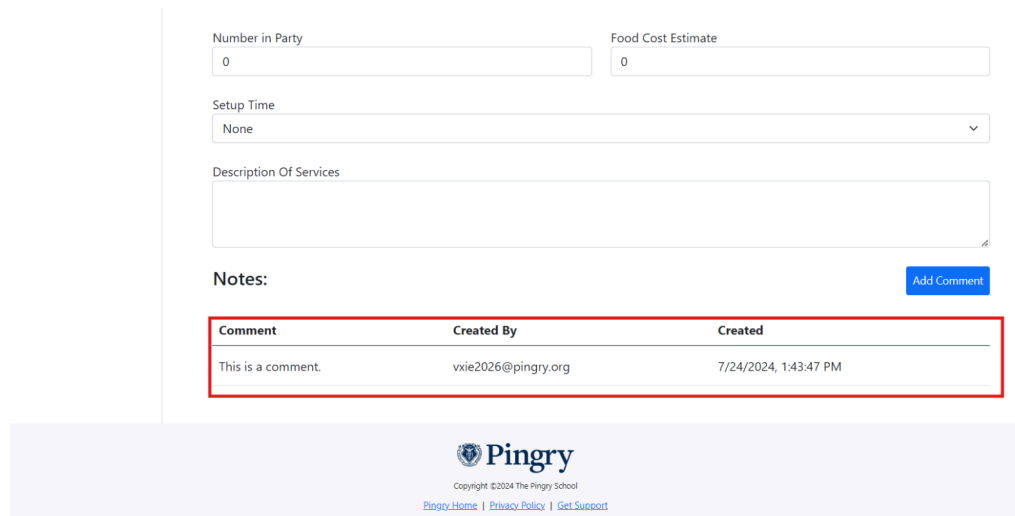
Number in Party:
Food Cost Estimate:
Setup Time: None
Description Of Services:
Notes:
Add Comment

Comment	Created By	Created
---------	------------	---------

9 After writing your comment in the text box, click "Save Comment." You can add multiple comments, but you cannot edit comments after they have been saved.



10 After saving your comment, you will be able to see your comment posted at the bottom of the form.

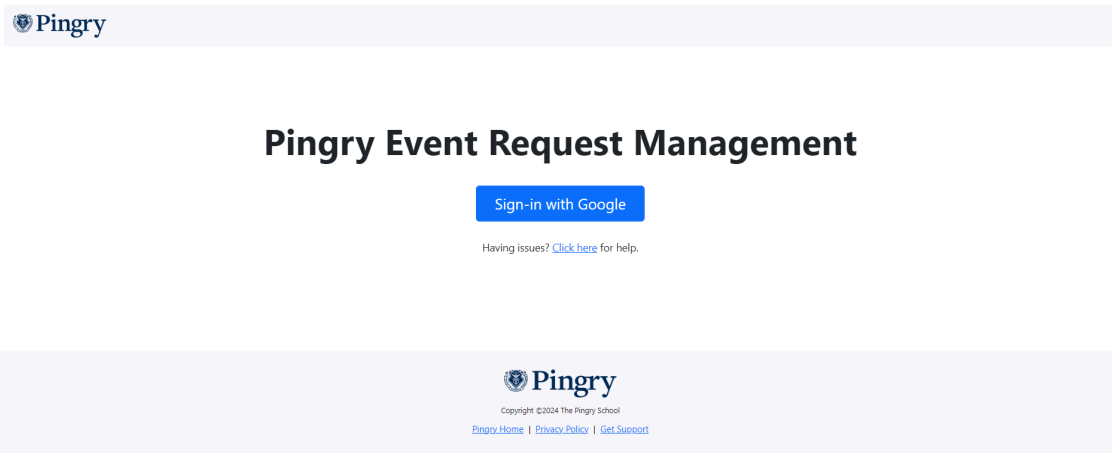


Copy an Existing Event Request

Description: If you would like to create multiple events with the same or similar details, you can create a copy of that event.

Steps

- | # | Step Description |
|---|--|
| 1 | Browse to the Event Request Management site. |



- | | |
|---|--|
| 2 | Click the login button and select your Pingry School Google account. |
| 3 | On the bar at the top, click the "View Events" drop-down. Then, click on the category of events that the event you would like to copy will be ("My Events," "Catering Events," etc.) |
| 4 | A list of existing events should now be displayed. Find the event you'd like to copy, and |

click the "Edit" button on that event.

The screenshot shows the Pingry website dashboard. At the top, there are navigation links: Home, View Events, and Submit a New Event. Below the navigation are three summary cards: '1 Total Events' with a bar chart icon, '1 Upcoming Events' with a calendar icon showing 'Fri', and '0 Pending Approval' with a clock icon. The main section is titled 'My Events' and has tabs for 'All' and 'Upcoming'. Below the tabs, there is a search bar and a table of events. The table has columns for Event ID, Event Submitter, Event Owner, Event Name, Campus, Event Date, and Status. One event is listed with ID 'BR-237', Submitter 'Name', Owner 'Name', Name 'test0', Campus 'Basking Ridge', Date '2050-07-16', and Status 'In Progress'. An 'Edit' button is highlighted with a red box in the status column. Below the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous' and 'Next' navigation buttons. The footer of the page features the Pingry logo.

- 5 You will be brought to an "Edit Event Request" form. To copy the event, click on the two-page icon in the upper right.

The screenshot shows the 'Edit Event Request' form. At the top, there are navigation links: Home, View Events, and Submit a New Event. The form title is 'Edit Event Request' and there is a 'Save' button in the upper right. On the left, there is a sidebar with a list of sections: Basic Info, Room, Facilities, Technology, Catering, Transportation, Guests, and Approvals. The main section is titled 'General Information' and has a 'Please give us some information that will help us plan your event.' instruction. Below the instruction are several input fields: Requestor Name (Name), Requestor Email (name@pingry.org), Requestor Phone Number, Event Owner Name (Name), Owner Email (name@pingry.org), Owner Phone Number, Event Name (test100), and Short Description (test). There are also fields for Event Start Date and Event Start Time. In the upper right corner of the form, there are three icons: a refresh icon, a two-page icon (highlighted with a red box), and a share icon.

- 6 You will arrive on the "Event Booking Form." All of the information from the previous form has been copied onto this new "Event Booking Form." If you would like to make changes to the form, see step 7 below. If not, click the "Submit" button in the upper right.
- 7 Navigate to any one of the sections of the form using the sidebar on the left. Once you have finished making your changes, click on the "Submit" button in the upper right corner. If you get an "Invalid or Incomplete Form" message, please refer to step 8 below. Otherwise, you have successfully completed the form.

The screenshot shows the 'Event Booking Form' on the Pingry website. The 'General Information' section is active, with a 'Submit' button highlighted in a red box. The form contains the following fields:

- Requestor Name: Name
- Requestor Email: name@pingry.org
- Requestor Phone Number: [Empty]
- Event Owner Name: Name
- Owner Email: name@pingry.org
- Owner Phone Number: [Empty]
- Event Name: test100
- Short Description: test
- Event Start Date: [Empty]
- Event Start Time: [Empty]

8 If you got an "Invalid or Incomplete Form" message, press "Okay" and navigate to the sections of the form that have a red dot and complete the invalid or incomplete parts of the form. Then, submit again.

The screenshot shows the 'Event Booking Form' with an 'Invalid or Incomplete Form' error message overlay. The message reads: "Please go back and review any fields that are invalid or incomplete." The error message has an 'Okay' button. In the background, the 'Basic Info' and 'Room' sections of the form are highlighted with red boxes, indicating they contain errors. The 'Catering', 'Transportation', and 'Guests' sections also have red dots next to them, suggesting they may also be incomplete or invalid.

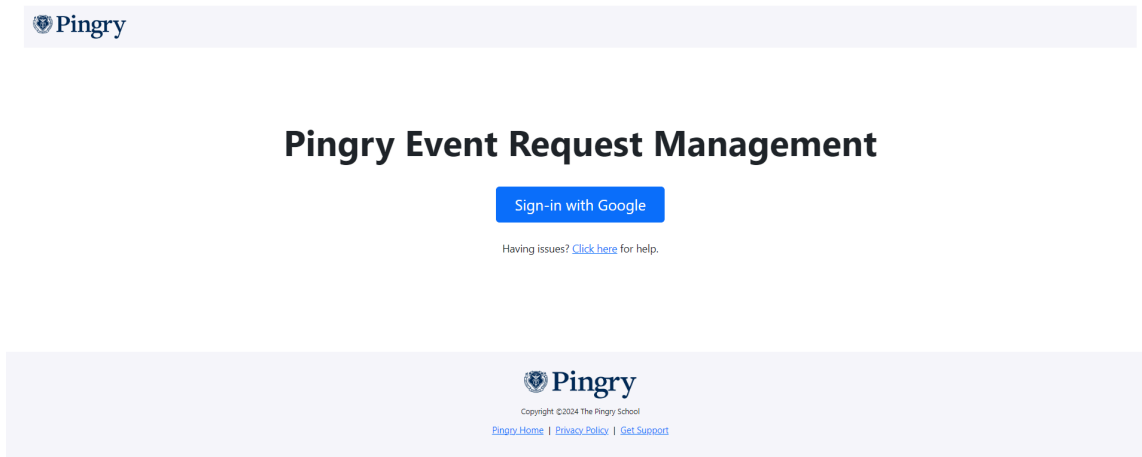
Print an Existing Event

Description: How to print an existing event.

Steps

#	Step Description
---	------------------

- 1 Browse to the Event Request Management site.



- 2 Click the login button and select your Pingry School Google account.

- 3 Click the "View Events" drop-down in the top bar. Then, click on the category of events where the event you would like to print is located.



- 4 A list of existing events should now be displayed. Find the event you'd like to print, and click the "Edit" button on that event.

The screenshot shows the 'My Events' page on the Pingry website. At the top, there's a navigation bar with the Pingry logo, 'Home', 'View Events', and 'Submit a New Event'. Below this are three summary cards: '1 Total Events', '1 Upcoming Events', and '0 Pending Approval'. The main section is titled 'My Events' and includes a search bar and a table of events. The table has columns for Event ID, Event Submitter, Event Owner, Event Name, Campus, Event Date, and Status. One event is listed with ID 'BR-237', Submitter 'Name', Owner 'Name', Name 'test0', Campus 'Basking Ridge', Date '2050-07-16', and Status 'In Progress'. An 'Edit' button is highlighted with a red box in the table row. Below the table are 'Previous' and 'Next' navigation buttons. The footer contains the Pingry logo.

- 5 You will be brought to an "Edit Event Request" form. To print the event, click on the printer icon in the upper right.

The screenshot shows the 'Edit Event Request' form on the Pingry website. The page title is 'Edit Event Request' and there is a 'Save' button in the top right. A sidebar on the left lists categories: Basic Info, Room, Facilities, Technology, Catering, Transportation, Guests, and Approvals. The main section is titled 'General Information' and contains several form fields: Requestor Name, Requestor Email, Requestor Phone Number, Event Owner Name, Owner Email, Owner Phone Number, Event Name, Short Description, Event Start Date, and Event Start Time. A printer icon is highlighted with a red box in the upper right corner of the form area.

- 6 You will be brought to a page where you can view all of the information in this form. You can copy and paste this information anywhere.

Basics

Requestor Name Name	Requestor Email name@pingry.org	Requestor Phone Number None	
Event Owner Name Name	Owner Email name@pingry.org	Owner Phone Number None	
Co-Owner 1 None	Co-Owner 2 None	Co-Owner 3 None	
Campus Basking Ridge	Room Name 276 - Robotics Lab	Number of Attendees 0	
Event Name test100	Short Description test		
Event Start Date 3000-12-12	Event Start Time 12:00	Event End Date 3000-12-12	Event End Time 22:00

Approve/Reject an Event

Description: How to approve or reject an event based on your service area (CFO, Transportation, etc.).

Steps

Step Description

- 1 Browse to the Event Request Management site.



Pingry Event Request Management

Sign-in with Google

Having issues? [Click here](#) for help.



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- 2 Click the login button and select your Pingry School Google account.

- 3 After logging in, you will be brought to the home page. Click the "View Events" drop-down button at the top. Using the drop-down, click on the category of events you would like to approve/reject.



Home

View Events

Submit a New Event



Pingry Event Request Management

Please Select a Campus to Schedule Your Event



Short Hills



Basking Ridge



Pottersville



Off-campus



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- 4 You will be brought to a page with a table of events. In the status column of the table, a red "x" represents an event that has been rejected; a green check represents an event that has been approved; a gray icon with a white dash represents an event that has not been approved yet.

Pingry Home View Events Submit a New Event

48 Total Events 9 Upcoming Events 46 Pending Approval

Catering Events

All Upcoming

Show 20 entries Search: filter:upcoming

Event ID	Event Owner	Event Name	Campus	Room	Event Date	Status
BR-85		G	Basking Ridge	484A - Macrae Theater Lobby	6246-02-24	✖ Edit
BR-164		test100	Basking Ridge	276 - Robotics Lab	3000-12-12	■ Edit
BR-135		event 3	Basking Ridge	254 - Music Rehearsal Room	2050-12-31	■ Edit
BR-129		Test 2	Basking Ridge	276 - Robotics Lab	2050-12-10	✔ Edit
BR-157		Test	Basking Ridge	217 - Upper Choral Room	2024-12-12	■ Edit

5 To approve an event, click the "Edit" button on the event that you would like to approve.

Pingry Home View Events Submit a New Event

48 Total Events 9 Upcoming Events 46 Pending Approval

Catering Events

All Upcoming

Show 20 entries Search: filter:upcoming

Event ID	Event Owner	Event Name	Campus	Room	Event Date	Status
BR-85		G	Basking Ridge	484A - Macrae Theater Lobby	6246-02-24	✖ Edit
BR-164		test100	Basking Ridge	276 - Robotics Lab	3000-12-12	■ Edit
BR-135		event 3	Basking Ridge	254 - Music Rehearsal Room	2050-12-31	■ Edit
BR-129		Test 2	Basking Ridge	276 - Robotics Lab	2050-12-10	✔ Edit
BR-157		Test	Basking Ridge	217 - Upper Choral Room	2024-12-12	■ Edit

6 You will be brought to an "Edit Event Request" form, which is an identical version of the form that the event requestor submitted. You can view the event's information through this form.

Edit Event Request Save

General Information

Please give us some information that will help us plan your event.

Requestor Name: Name
Requestor Email: name@pingry.org
Requestor Phone Number:

Event Owner Name: Name
Owner Email: name@pingry.org
Owner Phone Number:

Event Name: test100
Short Description: test

Event Start Date: 12/12/3000
Event Start Time: 12:00 PM

7 To approve or reject this event, go to the "Approvals" tab in the sidebar on the left.

Edit Event Request Save

General Information

Please give us some information that will help us plan your event.

Requestor Name: Name
Requestor Email: name@pingry.org
Requestor Phone Number:

Event Owner Name: Name
Owner Email: name@pingry.org
Owner Phone Number:

Event Name: test100
Short Description: test

Event Start Date: 12/12/3000
Event Start Time: 12:00 PM

8 Use the drop-down under your service name to approve or reject an event.

- Basic Info
- Room
- Facilities
- Technology
- Catering
- Transportation
- Guests
- Approvals

Approvals

The following approvals have been received.

Technology Approval	Technology Approved By	Technology Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Facilities Approval	Facilities Approved By	Facilities Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation Approval	Transportation Approved By	Transportation Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering Approval	Catering Approved By	Catering Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
	CFO/Operations Approved By	CFO/Operations Approved Date
	<input type="text"/>	<input type="text"/>

9 Then, click the "Save" button in the upper right.

- Basic Info
- Room
- Facilities
- Technology
- Catering
- Transportation
- Guests
- Approvals

Approvals

The following approvals have been received.

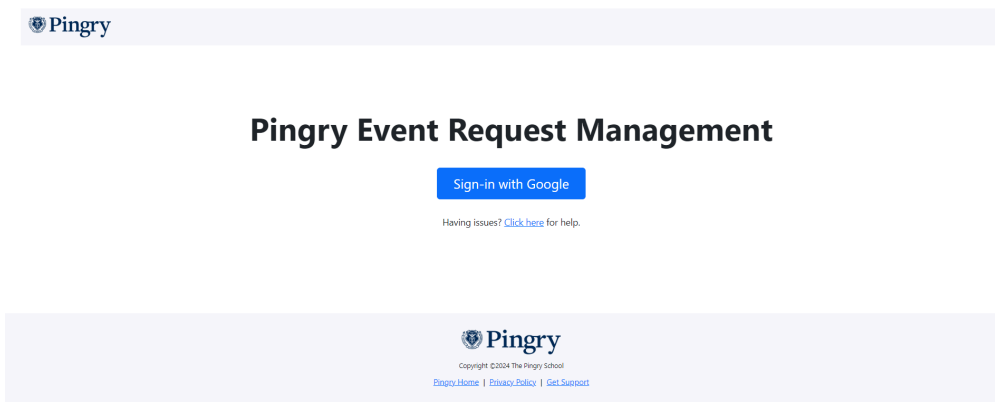
Technology Approval	Technology Approved By	Technology Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Facilities Approved By	Facilities Approved Date
	<input type="text"/>	<input type="text"/>
Transportation Approval	Transportation Approved By	Transportation Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering Approval	Catering Approved By	Catering Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
CFO/Operations Approval	CFO/Operations Approved By	CFO/Operations Approved Date
	<input type="text"/>	<input type="text"/>

Approve/Reject an Event (for CFO or Operations)

Description: How to approve/reject events that are pending for final approval (for CFO/Operations).

Steps

- | # | Step Description |
|---|--|
| 1 | Browse to the Event Request Management site. |



- | | |
|---|---|
| 2 | Click the login button and select your Pingry School Google account. |
| 3 | After logging in, you will be brought to the home page. Click the "View Events" drop-down button at the top, and click "Events Pending Final Approval." |



4 You will be brought to a page with a table of events pending final approval.

Pingry Home View Events Submit a New Event

3 Total Events 2 Upcoming Events 3 Pending Approval

Events Pending Final Approval

Show 20 entries Search:

Event ID	Event Submitter	Event Owner	Event Name	Campus	Event Date	Food Cost	Budget Account	Status
O-169			qwerqwer	Off-campus	2024-04-06			Pending Final Edit Approve Reject Approval
RR-182			test	Basking Ridge	2025-02-02			Pending Final Edit Approve Reject Approval

5 To approve/reject an event, simply click the "Approve" or "Reject" button on the event that you would like to approve/reject. To view more information about the event, see step 6 below.

Pingry Home View Events Submit a New Event

3 Total Events 2 Upcoming Events 3 Pending Approval

Events Pending Final Approval

Show 20 entries Search:

Event ID	Event Submitter	Event Owner	Event Name	Campus	Event Date	Food Cost	Budget Account	Status
O-169			qwerqwer	Off-campus	2024-04-06			Pending Final Edit Approve Reject Approval
RR-182			test	Basking Ridge	2025-02-02			Pending Final Edit Approve Reject Approval

6 To view information about the event, use the "Edit" button on the event you would like to see.



Events Pending Final Approval

Show 20 entries

Search:

Event ID	Event Submitter	Event Owner	Event Name	Campus	Event Date	Food Cost	Budget Account	Status
O-169			qwerqwer	Off-campus	2024-04-06			Pending Final Edit Approve Reject Approval
BR-182			test	Basking Ridge	2025-02-02			Pending Final Edit Approve Reject Approval

7 You will be brought to an "Edit Event Request" form, which is an identical version of the form that the event requestor submitted. You can view the event's information through this form.

Edit Event Request

[Save](#)

Basic Info

Room

Facilities

Technology

Catering

Transportation

Guests

Approvals

General Information

Please give us some information that will help us plan your event.

Requestor Name <input type="text" value="Name"/>	Requestor Email <input type="text" value="name@pingry.org"/>	Requestor Phone Number <input type="text"/>
Event Owner Name <input type="text" value="Name"/>	Owner Email <input type="text" value="name@pingry.org"/>	Owner Phone Number <input type="text"/>
Event Name <input type="text" value="test100"/>	Short Description <input type="text" value="test"/>	
Event Start Date <input type="text" value="12/12/3000"/>	Event Start Time <input type="text" value="12:00 PM"/>	

8 To approve/reject this event, you can either follow step 5, or you can go to the "Approvals" tab in the form. Once you arrive in the "Approvals" section, click the drop-down menu below "CFO/Operations Approval" and select "Approved" or "Not Approved." Then, click "Save" in the top right.

- Basic Info
- Room
- Facilities
- Technology
- Catering
- Transportation
- Guests

Approvals

Approvals

The following approvals have been recieved.

Technology Approval	Technology Approved By	Technology Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Facilities Approval	Facilities Approved By	Facilities Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation Approval	Transportation Approved By	Transportation Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering Approval	Catering Approved By	Catering Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
CFO/Operations Approval	CFO/Operations Approved By	CFO/Operations Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Not Approved
- Approved

