

STEP-BY-STEP – AEWK Reservation Request

You will find the Astra link on the FRES webpage. Once logged in, go to the Events tab and select Request Event.

When the Event Wizard pops up, use the list arrow to select the Albert E. Warrens Center Request Form from the menu. Click Next.

Before completing the form, please note all the rules that apply to this space. The requesting department will be held liable for any violations/damage incurred during the event.

- Event Name – Department acronym / Title of event (Ex: FRES/ Test Conference)
- Contact Info – Name and email will automatically populate
- Contact Phone – Just the extension is fine
- Event Type – Select the most appropriate designation, such as conference or reception
- Event Timeline – Include the time needed to setup your event, including caterer access, but not including FMS setup/reset times. That will be scheduled by FRES before and after your event.
- Event Description – Please be as specific and detailed as possible. Simple requests can be a brief recap, but more complex/specialty requests should include all relevant information.
- Expected Attendance – Accurate representation of anticipated attendance. Only rooms with this minimum capacity will be shown.

Click Add Meeting

- Select Single (Multiple, or Recurring types are rarely approved in this space)
- Select the date and time – make sure the start/end date are the same for a single event
- Click Add Meeting

The meeting has been added to the box. Next click Assign Room

- You can select more than 1 room if needed
- Hover over the bubble to show specific room features and capacity
- AEWK 100, 101, and 104 are inside the house; AEWK Yard is outside
- Click OK

Click Add Resources

- Select from the available equipment and services
- Click OK

Answer whether the event will have catering and whether alcohol service is planned. Click Submit.

This takes you to the Completion Screen. You will also receive an email letting you know Facilities Reservations has received your request. Once we process your request, you will receive a confirmation email stating the status of your request as either approved, declined, or in some cases you may be contacted for more information.

If you are having catering or other vendors, please also complete the Caterer/Vendor Access Request for Approved Events form.