Diagram Basics:

It is important we are using the Standard Diagrams located in 25LIVE on the Location Tab, under the Locations Details tab, in layouts: diagram as well as on Campus Scheduling Services Web page. stthomas.edu/campusscheduling/diagrams

Please print the diagram for the space you are providing placement for your set up needs, using Diagram Basics Information below.

Diagram should be emailed to eventdiagramsdg@stthomas.edu or from the [TO] search: Campus Scheduling DG - Event Diagram

The subject line is important as it is used to manage the thousands of diagrams this group receives each semester.

Subject line on email should be in this format: DIAGRAM: (SPACE)(00/00/0000): Event Name

  Sample:
  Subject: DIAGRAM: Upper Quad 8/12/13 Campus Scheduling Services Picnic

  Or:
  Subject: UPDATED DIAGRAM: Upper Quad 8/12/13 Campus Scheduling Services Picnic

All MSL diagrams should be sent to Angela Dzik.
Angela will provide a confirmed diagram to the Operational Staff and Catering after your draft is reviewed and confirmed.

Please note:
Operational Staff do not store diagrams after occurrence, management and storage of yearly event diagrams is the client’s responsibility. Your set up wordage will be entered and stored in your request for reference. If your set up is limited and only a set up instruction is needed or needs to be updated please submit a change request.

OPERATIONAL REPORTS ARE PULLED FOUR BUSINESS DAYS PRIOR TO YOUR EVENT: changes made after this timeline opens the opportunity for errors due to the additional communication to coordinate the change.

ON:

MONDAY       Wednesday’s set up needs are reported
TUESDAY       Thursday’s set up needs
WEDNESDAY     Friday, Saturday and Sunday’s needs
THURSDAY      Next week MONDAY
FRIDAY        Next week TUESDAY
Set up instructions should start at the front of the room moving to the back or lobby. (Screen, Podium, 10 rounds of 8 (80), 2 rectangles for handouts, 3 rectangles for catering buffet, LOBBY: 2 rectangles w/ 2 chairs each for registration) Panel tables should be requested in this manner: Panel table w/ 6 chairs

Stages: carpet side up? Stairs? Ramp? Railing? Are all questions we need. Size will be determined by the resources you are requesting be placed on it. Placement will be determined by technology and lighting needs.

Rooms on campus that REQUIRE a set up / diagram:
SP Campus: KOC 113, OEC Aud, MCH 100, ASC James B Woulfe Alumni Hall (full / north / south), AARC 200 – Fieldhouse, Outdoor locations, lobby’s if needed.

MP Campus: MOH 201 / 202 / Foyer, TMH Atrium, TMH FFT, TMH 260, SCH 1st floor atrium, MSL Atrium

If you are using these rooms and do not have a set up at the time of your request you should indicate in the comments “Set up TBD” so that the proper amount of time is booked, or state will use room as is / no set up so that we do not overbook time.

Sample Standard Shapes to indicate your needs:

CLASSROOM STYLE

RECTANGLE Set up:

ROUNDS of 6

ROUNDS of 8

HT for High-tops

Campus Scheduling Services

March 2015