Campus Scheduling & Event Planning Procedures

R25 is our campus scheduling software and is extremely helpful in keeping campus space organized. Below are a few simple steps to follow when reserving a space on campus. If you have any questions or need a walk through training session, please feel free to contact me and we can setup a time.

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1. Login to my.millikin.edu using Internet Explorer (best viewed on Internet Explorer).

2. Go to “Resource 25- Check Room Availability” to search for a specific room preference. Check to see if your preferred space is available. If you already know your room preference or are not sure what room you would like to use, continue with step 3.

3. Return to the my.millikin.edu homepage and find “Resource 25 – Reserve Campus Space” on the right hand side and click on it.

4. Before filling in the fields, know the “who, what, when, and where” for your space request. Fill in ALL fields, especially the ones marked with an asterisk. If you need multiple dates check the repeat box. For multiple spaces, click the “+” and add additional spaces.

5. Find the space that you would like to use. You can limit your view by selecting a building or group of spaces. For multiple spaces, click the “+” and add additional spaces.

6. Click on a date that you would like to reserve a given space, you will see a calendar for the current month, to view events beyond the current month, click the arrows to the left or right of the displayed month. Please include setup and tear down time (specifically for spaces such as the Richards Treat University Center).

7. Look over your request prior to submitting, if something isn’t right make changes and complete the changes. MAKE SURE THAT ALL INFORMATION IS CORRECT BEFORE CLICKING “SUBMIT REQUEST”

Please Note: If you request spaces such as Richards Treat University Center, Pilling Chapel of the Student Programming & Entertainment Center (SPEC), you will be asked for setup information.

8. After submitting the request, you should see a summary report of your request which includes the event code (YEAR-6 digit number) and a reminder for additional event needs.

9. Return to my.millikin.edu and look for the “MY INFO” tab. Under that tab find “Room Reservations.” This window will show all submitted requests and if the request was confirmed.

10. After your event has been received and assigned a space by the Campus Scheduler, you will receive an email with your space assignment.
Event Planning FAQ’s

How do I request media equipment (Mics, Audio/Visual, PA systems, etc.)?
- All media requests must be placed through media services ext. 6238. You can also submit a request through my.millikin.edu. Please request media well in advance. Note that media does not deliver to the SPEC and does not setup media in the RTUC Wood or Lindsay Schaub room.

Am I allowed to bring in outside food?
- All dining request must be placed with Catering (Andy Norton, Catering Manager) 217.420.6631. This includes linen. Reminder that Millikin Dining is our food provider and should be included in any food orders on campus.

Can I reserve parking on campus?
- Any parking requests must be placed through Safety & Security-217.464.8888.

Who handles setups for my event?
- In Richards Treat University Center (RTUC) and the SPEC, contact Paul Lidy, Assistant Director of Student Programs & RTUC for your setup needs. Please include a diagram- if possible. For any large scale events, setting up a meeting before the event is appreciated.

- For another other building (academic buildings included) and any outside spaces (Arrival Court, Miller Quad, Mills Quad) do a work order through Facility Services. New work orders can be submitted by going to my.millikin.edu and clicking on “Facility Services Work Requests” or “FS Work Req”.

- For work orders requesting tables, label the work order for Grounds. For work orders needing power in outside spaces (ie the Miller Quad), please label the request for Maintenance. For questions regarding your work orders, please contact Facility Services at 217.424.6312.