



*Hospitality Services*  
Presents

# HOW TO PLAN A SUCCESSFUL EVENT

## WHY YOU SHOULD ATTEND:

Learn the  
"do's &  
don'ts" of  
event  
planning.

View available  
room setups &  
room  
diagrams.

Identify the  
information  
you need prior  
to submitting  
your event  
form.

Gain a better  
understanding  
of event  
reservation  
procedures.

Discover how  
to use all of  
25Live's  
features,  
including your  
dashboard.

Enjoy coffee &  
refreshments

## TRAINING INFORMATION

Tuesday, August 16th

9:30am-10:30am

OR

10:30am-11:30am

UC Room 216

\*Bring your laptop for hands-on learning

RSVP to  
[eventscheduling@wpunj.edu](mailto:eventscheduling@wpunj.edu)  
by August 15th

