HOW TO MAKE AN EVENT!

1. BRAINSTORM your event!
   - When? (date and time)
   - Where? (location)

2. GO TO 25LIVE!
   - i. Check for available space.
   - ii. Submit a request 15 DAYS before the event.
   - iii. COPY 25Live reference number (e.g., 2021-ABCDE)

3. SUBMIT EVENT ON Mason360!
   - PASTE your 25Live reference number.

4. University Events will review your 25Live request.
   - RSO LT will review your Mason360 Event Submission.

5. If your event is LOW RISK:
   - 25Live confirms location!

6. If your event is HIGH RISK/MAJOR or LATE NIGHT:
   - Must complete 25Live checklist.

7. Mason360 approves event!