

Welcome from the Office of Events!



An Introduction to Meeting & Event Scheduling at Yeshiva University.

Events are a crucial part of bringing together the Yeshiva University community. The Office of Events schedules, coordinates and maintains the calendars of all University-sponsored meetings and events on-campus, off-campus and online.

25Live is the official event scheduling system of Yeshiva University. Submitting an event request through this system allows you to request rooms, setups, and related resources as well as promote it on the University Event Calendars. 25Live is a web-based event publishing and scheduling application that can be accessed from any computer with an internet connection. It streamlines the process of event scheduling by providing recommended locations based on attendee count, availability and allows users to see photos of spaces, create favorites and lists, and customize search preferences.

All requesters on the Wilf and Beren campus are required to watch a 25Live introduction training. To access the training visit [yu.edu/events](https://www.yu.edu/events) and select “Learn More & Request an Account.”

Once your meeting or event is scheduled and confirmed in 25Live your next steps in planning are as follows;



1 CATERING

All food served must be arranged by YU's Dining Services. Begin a Catertrax order here: <https://yucatering.catertrax.com>



2 ITS/AV

For assistance with technology in the room (microphones, conference phones, use of projector and owls, etc.)

Submit a multimedia request by signing in here, select > Request Something > Multimedia: <https://yeshiva.service-now.com/sp>



3 VISITORS & PARKING

Follow these steps to register all visitors attending your event: <https://www.yu.edu/safety-security/visitors>

Submit your Parking Requests as early as possible, there is limited parking on the Wilf campus: <http://www.yu.edu/safety-security/parking/>



4 CALENDAR LISTING

Be sure to check your event listing. Promotional descriptions can be updated in 25Live: <https://www.yu.edu/events/all>



5 MARKETING & COMMUNICATIONS

Need a Flyer? Would you like to promote your event on the campus flatscreens? Do you want to hire a photographer? Submit a request: <https://www.yu.edu/marketing/request>

For event questions and issues, please email events@yu.edu

<https://www.yu.edu/events>



Yeshiva University