WSSU 25Live
Event Type Definitions

- **Academic Calendar:** Used only for dates on the academic schedule, such as first days of class, withdraw deadline, exams, etc. Student holidays should use this event type, but the name of the event should clearly state that it is for the student body (example "Student Holiday – Thanksgiving Break"). This event type should only be used by Office of the Provost, Academic Affairs (or system administrators).

- **Athletic Game/Match/Meet:** This type should be used for large sporting events. This will mainly be used by WSSU Athletics, but would be appropriate for other sporting events where an audience is expected.

- **Athletic Practice:** This can be used for all WSSU sports teams, intramurals, and practice sessions for any other physical activity. Practice for concert, theater, speeches, etc. in advance of public performance should use the event type Rehearsal.

- **Audition/Tryout:** This should be used for auditions only (e.g., band, theater, and music auditions). Please put the Meeting event type for employment interviews.

- **Banquet/Luncheon:** This event type should be used for all events that involve a full meal, regardless of whether there is a program or not.

- **Camp:** This type should be used for overnight and day camps. Camps are different from conferences in that they typically host students that are college-aged or younger. When you are scheduling camp activities, please use this event type of all reservations (as opposed to choosing fitness activities, banquet, etc.)

- **Ceremony:** Use this type where the focus of the event is the conferring of an award, or some other rite or ceremonial activity. Includes hooding ceremonies, convocation, graduation, etc.

- **Class**: Regularly-scheduled classes are assigned by the Registrar and should not be entered manually into 25Live. Occasionally, space reservations for classes are made through 25Live, and these should use this event type. Examples would be a reservation for an extra classroom, larger classroom or electronic classroom for just a few meetings. These are course-related activities. This should be used only for academic classes. Non-academic events should use other types, such as Training and Workshops.

- **Competition/Tournament:** This is used for non-athletic competitions, mainly of middle and high school students that come to the University to compete in a contest. Examples include science fairs, math fairs, language and spelling competitions, Odyssey of the Mind, etc.

- **Conference/Retreat:** This is usually a whole day or multi-day event. Typically, conferences have several sessions, concurrent or back-to-back. Conferences generally draw a large audience, and are related to a specific topic. Smaller group sessions should generally have an event type of meeting.

- **Dance:** A social function open to larger audience where audience participates in dancing. This could be used for a ball, an organization's social function that is open to a larger group, an after party, etc. A dance performance (e.g., Atlanta Ballet) should use Performance type. A dance team rehearsal should use rehearsal.

- **Date/Deadline:** This should be used for dates/deadlines that are not part of the official academic calendar. This could include holidays, student-cycle related events (like campus move-in dates, or deadline to complete FAFSA, etc).

- **Election:**

- **Exhibit:** This event type should be used for display of works (for example, art galleries, cultural and heritage exhibits, scholarly works, etc.). Typically, this would be used for displays that last some span of time (e.g., several days or longer). Opening receptions for exhibits should be listed separately with event type "reception."

- **Fair/Expo:** This type should be used for all events where the primary purpose is distribution of information. Good examples are career fairs, home show/expo, wellness fairs, and information tables by campus organizations like student clubs.

- **Festival:** This event type should be used for large-scale events that attract a good portion of the local or campus community. These events should include multiple activities and take place for most of a day or longer.

- **Fitness:** This event type should be used for all fitness and recreation activities. Almost all events from the campus recreation center, including intramurals, and other outdoor recreation groups should fall under this event type. Events that are specifically training, workshops, meetings, films, etc. should use the other appropriate event types. Other organizations across campus should use this type when they host events where participants engage in some sort of physical activity or games. Examples include: 5Ks, Wii tournaments, shaking parties, chess match, inter-departmental flag football, quiz bowl.

- **Fundraiser:** This event type is useful for events where the primary purpose is raising funds or doing some other kind of charitable work, and there is no other suitable event type. Often events have another type that would be a good fit. For example, if there is a concert where proceeds from ticket sales will be donated, please choose performance. This type should only be used in cases where another event type is not appropriate. This should be used for bake sales, blood drives, etc.

- **Health and Wellness:** This event type should be used for events related to assessing or improving one's physical, mental and/or emotional health. Examples include health screens and testing (such as HIV testing), flu shot clinics, and mental health group sessions (such as stress management techniques). Please use Fitness and Recreation if that type is a better fit.
- **Maintenance:** This type can be used for any kind of maintenance activity, such as painting, floor cleaning/resurfacing or other facilities maintenance activities, IT maintenance for updating equipment and software, piano tuning, etc. this is a broad category that allows rooms to be held for activities that wouldn't likely be publicized.

- **Meeting:** This is a broad category that should be used for group discussions or assemblies that don't fit more appropriately under another type (e.g., not training, not a speaker, ot a class, not a conference, etc.)

- **Open House:** An event where a campus unit hosts a group for the purpose of welcoming and providing information about their unit. Often this is in drop-in style. Usually, this is related to admissions and/or student recruitment, although it could also be related to alumni relations or other situations where units are showcasing their space, programs, services, etc.

- **Orientation:** This should be used for events where units are hosting participants, usually newcomers, to provide introductory instruction concerning a new situation. Often this is used for orientation of students new to campus or new to a specific college or major or new employees.

- **Performance:** This is usually a large, often ticketed, live event. This type can be used as a catch-all for performance events. Events that will use this type are dance performances, circuses or other animal performances, juggling, comedy, spoken words and poetry, concert, theater, etc.

- **Private Social Event:** This event type should be used for events that are not open to the public. Events that would fit this description are often parties or other closed gatherings, for example wedding receptions, baby showers, fraternity/student organization socials and departmental holiday parties. These events will typically not be published to public calendars.

- **Private Social Function:**

- **Rain Site**

- **Reception:** Typically, this is a social event, where people walk around and mingle, without arranged seating. Receptions often are held to honor a person or organization. Often refreshments are served.

- **Recital:** To be used for student recitals.

- **Rehearsal:** Practice for concert, theater, speeches, etc. in advance of public performance should use this event type. Events with this type will generally not be published to public calendars. Practice for any physical activity should use type Practice.

- **Section:** This is the type that the Registrar uses for auto scheduling of course sections through Banner. This should only be used by the Registrar's Office.

- **Seminar/Training/Workshop:** This event type should be used for any meeting or event that is specifically aimed at imparting knowledge about skills, software, procedures, policies, and/or job duties. This should not be used for academic classes, exams, or athletic training.

- **Speaker/Lecture:** This event type should be used for any event where the primary activity is a lecture or speaker. Do not use this type If the discussion is for a class, and only the members of the class are invited to attend.

- **Venue Hours:** Should be used for events that hold information about when a location is open or closed. Should be used for all types of spaces (e.g., rooms, fields, library reference desk, etc.)