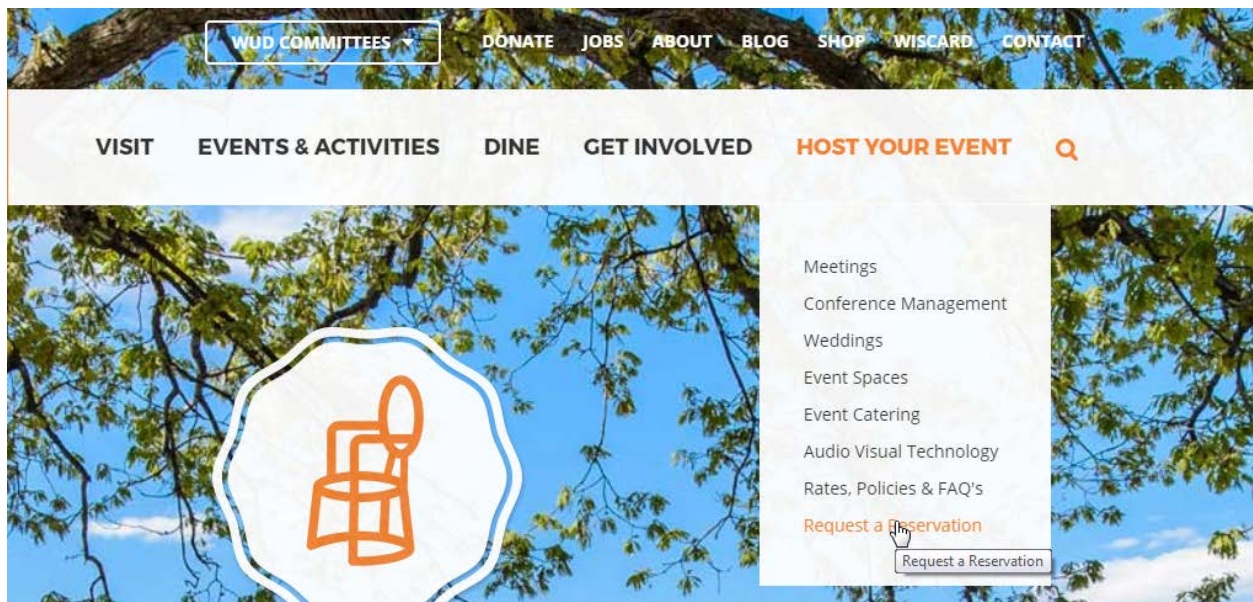


Web Request Instructions

- Go to: <https://union.wisc.edu>
- Under “Host Your Event,” select, “Request a Reservation.”



- Please note: you must belong to either a Registered Student Organization (RSO) or a UW-Madison Department
- On the “Request a Reservation” page, follow prompt for either RSO or Department

REQUEST A RESERVATION

Online Reservations



UW-Madison Student Organization Requests

The Union offers Registered Student Organizations (RSOs) one 1-hour space reservation per week and two 4-hour space reservations per semester. RSOs may reserve more space or extend times 7 days or less in advance of event date. Unlimited reservations for general assignment classrooms are also possible when available. Reservations are processed after August 1st of each year.

[REQUEST A ROOM RESERVATION](#)

UW-Madison Department Requests

UW-Madison academic departments are welcome to request meeting space with a deposit up to 18 months in advance of the event date, including weekly series.

Standard reservations (without a deposit) are processed after August 1st of each year for the upcoming academic year.

[REQUEST RESERVATION](#)



- **Log in using your NetID and Password**

Login

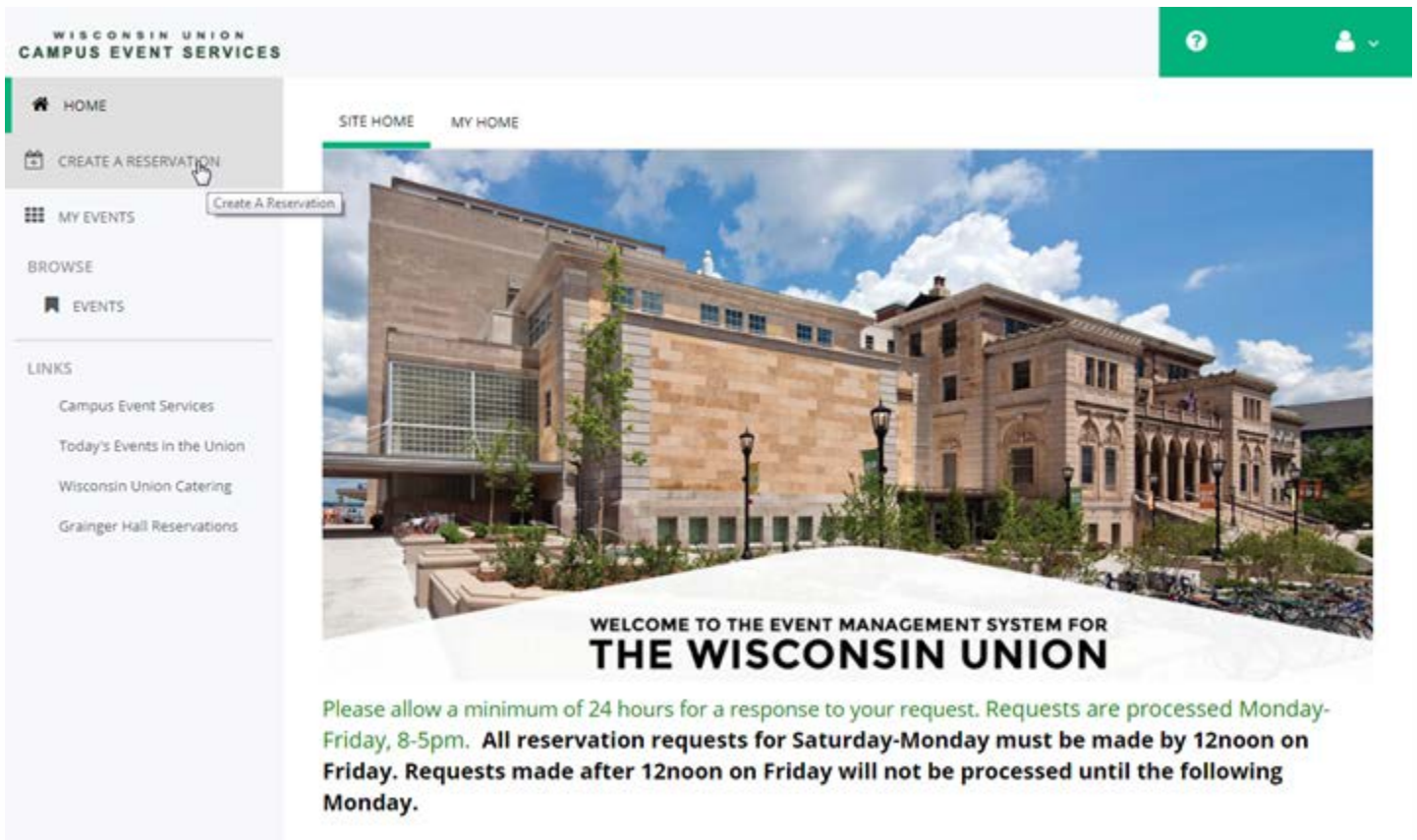
NetID [Forgot NetID](#)

Password [Forgot password](#)

Login



- Select: “Create a Reservation” from the left sidebar



- Choose: “book now” for the type of reservation location

My Reservation Templates

Campus Classroom Requests	book now	about
Outdoor Space Requests	book now	about
Red Gym Meeting Room Request	book now	about
Student Activity Center Requests	book now	about
Wisconsin Union Meeting Room Request	book now	about

- **Fill in date, start time, end time, and number of people. Then click “Search.”**

New Booking for Mon Jan 1, 2018

Date & Time

Date

Start Time End Time

Create booking in this time zone

Locations **Add/Remove**
 (all)

Let Me Search For A Room

Setup Types **Add/Remove**
 (no preference)

Number of People

- **Select your desired building by clicking the “+” next to the name.**

Rooms You Can Request

	Cap	3 AM	9	10	11	12 PM	1	2	3	4	5
Memorial Union (CT)											
Memorial Union ...	2000										
Union South (CT)	Cap										
Union South Meeti...	2000										

Union South Meeting Room

Availability Legend

- A window will pop up to include your Attendee Count and selection of room setup configurations.

Attendance & Setup Type ✕

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

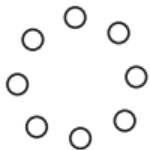
Setup Type *

▼

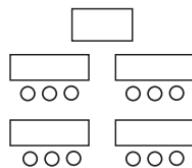
- Setup: Circle of Chairs
- Setup: Classroom
- Setup: Cleared Room
- Setup: Conference Table
- Setup: Dining
- Setup: Herringbone
- Setup: Square
- Setup: Theater Seating
- Setup: U Shape

- Options are as follows:

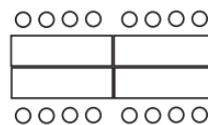
Circle of Chairs



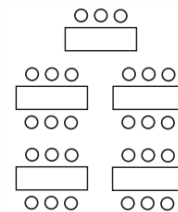
Classroom



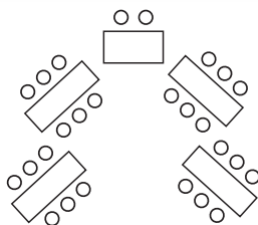
Conference Table



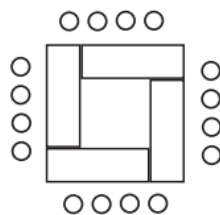
Dining



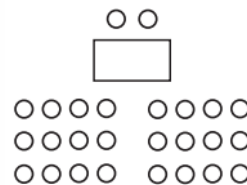
Herringbone



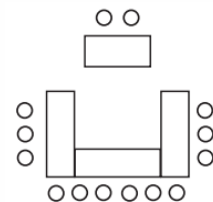
Square



Theater Seating



U Shape



- Click “Add Room.”

Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

15

Setup Type *

Setup: Conference Table ▼

Add Room Cancel

- Once you choose your space, it will appear at the top of the screen under “Selected Rooms.” Click “Next Step” in the upper right corner.

Next Step

Selected Rooms ✎ Attendance & Setup Type

⊖ Union South Meeting Room

- **Select needed services, if any, required for your event. Then Click “Next Step” in the upper right corner.**

1 Rooms > **2 Services** > 3 Reservation Details

Services For Your Reservation
Next Step

Production- AV ?

Start Time	End Time	Service Type
<input type="text" value="10:30 AM"/> ⌚	<input type="text" value="11:30 AM"/> ⌚	<input type="text" value="Audio Visual"/>

Video v

[Meeting Room Projection Package](#)

Services Summary

- **Fill in all requested reservation details.**

Reservation Details

Event Details

Event Name *	Event Type *
<input type="text"/>	<input type="text"/>

Group Details

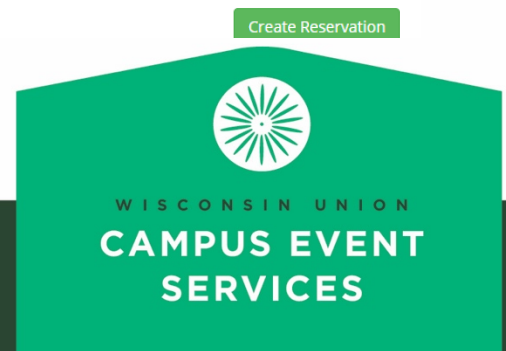
Group *	
<input type="text" value="WU Campus Event Services"/> Q	
1st Contact	
<input type="text" value="WU Campus Event Services"/>	
1st Contact Phone *	1st Contact Fax
<input type="text" value="608-262-2511"/>	<input type="text"/>
1st Contact Email Address *	
<input type="text" value="events@union.wisc.edu"/>	

Additional Information ?

Additional information/notes

Outside food is not permitted in Wisconsin Union/Red Gym meeting rooms. Would you like to order food for your event? If so, an event planner will follow-up with your request for more information shortly.

Create Reservation



- To select your group, click on the magnifying glass. Type in your RSO or Department.
- **IMPORTANT:** If you are having trouble locating your group, type a”%” then part of your group name and this will search all parts of the word that match.

Groups you can book for

- When all fields are complete, click “Create Reservation” in the bottom right corner of the page. Please note: You will receive an error message if you have not filled out the requested prompts as specified.
- You will then see a pop-up acknowledging that your request has been received. *****For outdoor space requests, there is a minimum of (3) business days allotted for campus feedback. After that time, you will either receive an email informing you of questions/feedback, or you will receive a confirmation for your space from the Campus Event Services Office.***

