Event Scheduling Guide for Authorized Schedulers

Step 1: Meet with the event contact to determine event activities, venue, estimated attendees, equipment setup and A/V requirements so that you can properly complete the request forms.

Step 2: View the Marvin Center Maximum Capacities Chart or visit the Venues page to ensure that the space of interest can accommodate the set-up and estimated attendees.

Step 3: Visit the Events & Venues website and click on either the “GW Departments Book Now” or “GW Student Organizations Book Now” icons on the homepage.

Step 4: Select the request form that corresponds with the meeting, major or outdoor space you would like to reserve to be directed to the reservation portal.

Step 5: Login to the reservation portal using your GW email address (@gwu.edu only) and password. Please note that this password is different from your email account password.

Step 6: Click on the “Check Space Availability” link at the bottom of the page to view the booking calendar in a new window.

Step 7: Once you have determined the date(s) and space(s) for your event based on the availability return to the original reservation window to submit your request.

Step 8: Enter the date, start time, end time, estimated attendees, space, and set-up and then click “Search”.

Step 9: On the next page, select a space from the list of available spaces, confirm or modify the booking date and times, and then click “Continue”.

Step 10: Enter the event title and complete all fields. Please note that all fields must be completed in detail. Acronyms, abbreviations, and incomplete requests will not be accepted.

Step 11: For events with multiple spaces and/or dates, click on the “ADD ADDITIONAL DATES/SPACES TO THIS EVENT” link above the chart of requested spaces and repeat steps 8-9.

Step 12: Follow the link to review the guidelines.

Step 13: Enter the number of people for the set-up style you would like and then click “Add to Request.”

Step 14: On the next page, click on the “AV Equipment and Additional Items” link to select the equipment you would like for your event.

Step 15: Enter the number of units needed for each item and then click “Add to Request.” If you do not need any equipment, enter a “1” for the “No AV Equipment needed (please indicate 1)” field.

Step 16: If your event request includes multiple bookings, click on the “Add Set-Up & Equipment to other room(s)” link and repeat steps 13-15.

Step 17: On the next page, verify or edit your setup and equipment needs.

Step 18: Review your order details and the terms and conditions. Check the box next to “I Agree” and then click “Submit Request.”

Step 19: The following page will be a receipt of your request and list your reservation details. Please note that this is confirmation that your request has been submitted and not a booking confirmation.

Step 20: Events & Venues will process your request and email you a booking confirmation. Please sign and return the document within 2 business days in order to confirm your event.

Step 21: Once you have returned your signed booking confirmation and the event is confirmed, begin the planning process for your event.