


Information you provide via “Custom Attributes” is often useful to schedulers and service providers because it allows us to process your request accordingly. Click the  box you see right after the ‘Resources’ section of the form

### Custom Attributes

Click "Add a Custom Attribute" and select/indicate from the drop-down list those that apply to your event.

 Add a Custom Attribute

 Select Custom Attribute 

 EDIT

Click here...

...then click this drop-down arrow to select from the list of custom attributes.

Q Select Custom Attribute

Admission Price Children/Seniors: \$

Admission Price Faculty/Staff: \$

Admission Price Five College Students: \$

Admission Price General: \$

Admission Price Smith Students: \$

Admission Price: Free

Are You Using Smith Catering?

Event Primary Contact

Intended Audience:

Is Admission Being Charged?


Open to General Public



Open to Smith Community only

Org Number

Will food be served?

**Which custom attributes you see here depends on the event type you've indicated. Many of these require you to both select the custom attribute, then further indicate by selecting 'yes' or 'no'; or typing in an org number, the name of the person responsible for the event, or a dollar amount; etc. If you need to indicate more than one custom attribute, click 'Add a Custom Attribute' after each one is indicated.**

Once you've selected a custom attribute, Pro will not let you save your request/event until you indicate a value for it. Either click the edit icon (the "pencil and paper" icon) to generate a field and then add the information needed, or click the  to the left of the custom attribute name to de-select it.

 Admission Price Children/Seniors: \$ 

Edit this custom attribute to add it to the event.