

1.

The "Event Start" time is the time your event begins. This is the time that will be made public; in other words, people will show up expecting the event to start at this time.

Event Start: Thu Feb 25 2016 4:30 pm

Event End: Thu Feb 25 2016 5:30 pm

The event begins and ends on the same day.

Event Duration:

1 Hour

Event Duration:

30 Minutes

This is ALWAYS true (unless your event ends after midnight).

2.

If you want to get into the room *before* the event starts, enter this as 'Pre-Event time'.

Does this event require Setup or Pre-Event time?  Yes  No

Setup: [ ] Days [ ] Hours [ ] Minutes

Pre-Event: [ ] Days 0 Hours 15 Minutes

Reservation Start: 4:15pm

Please do **NOT** indicate 'Setup' or 'Takedown' time.

3.

If you think people will linger after the event ends, you can add some 'Post-Event time' to your reservation.

Does this event require Post-Event or Takedown time?  Yes  No

Post-Event: [ ] Days [ ] Hours 15 Minutes

Takedown: [ ] Days [ ] Hours [ ] Minutes

Reservation End: 5:45pm