

In the "Room Details" tab in 25Live, include instructions of which department or person to contact for reservations.

CURRENT CHALLENGE:

It has been a challenge reserving rooms here on campus. There are some rooms you can request via 25Live and there are some you have to contact the department or another office to request it for use. For some rooms, you have to contact someone specifically.

PROPOSED SOLUTION:

I would recommend in the "Room Details" tab, for rooms that are NOT reservable via 25Live, to include instructions of which department or who to contact for reservation.

BENEFITS TO FRESNO STATE:

Save staff time and minimize run around.

ADDITIONAL INFORMATION: