Student Organization Event Approval Process

Event Approval and Room Reservations are now a two-step online process replacing the email to campact!

Step 1

Submit "Student Organization & Class Event Request" through link on website

https://forms.gle/wLCckcdWXeoLxNMo6

Or upstate.edu/campus-activities/student-orgs

- Must complete to approve your event
- This is NOT a room request – must fill out additional form for room request
- You will be notified by email when your event is approved to take place

Step 2

Submit Room Request through link – On-campus events only

https://25live.collegenet.com/pro/upstate

Or upstate.edu/campus-activities/student-orgs

- Sign In with your Upstate credentials in the 25Live website
- Click "Create Event" button on center of screen after logging in
- Fill out required information. Make sure information matches your Event Request information
- Location is not required – a room can be assigned based on the information provided
- You will be notified by email when your room request is approved. If you did not select a location the email will include the assigned location.
- Room request is for on-campus events only.

Additional Information

- You will receive an email from campact@upstate.edu when event is approved
- You will receive an email with confirmed room reservation when approved (always completed after event is approved)
- All student events must be approved, including all on and off-campus meetings or events and all class functions.
- Fundraising Events require the fundraising proposal form.

For questions contact the Office of Campus Activities at 315-464-5618, campact@upstate.edu or stop by CAB room 202.