

How to reserve Recording and Live Streaming services

When requesting a campus event in 25Live – calendar.ewu.edu – it is possible to reserve recording and/or live streaming services for an event. The following instructions assume that an event is being newly requested.

1. In a Web browser, navigate to <https://calendar.ewu.edu/>
2. Sign into EWU Single Sign-On (SSO)



Login to CollegeNET, Inc. [> Forgot your password?](#)
[> Need Help?](#)

NETID

PASSWORD


By logging in, I understand and agree to the **EWU Systems and Server Login Banner Notice**

3. Create an event using the Event Wizard




4. Work through the Event Wizard, filling out the required information denoted by a red asterisk, and clicking Next to move on to the following step.

5. On the “Tell us WHEN this event takes place.” screen, be sure to add “Additional Time” by selecting “Yes” for both additional time before and after the event. Choose 1 Hour for Setup and 1 Hour for Takedown. Then, continue through the Event Wizard.



Tell us WHEN this event takes place.

Select the dates and times of the **actual event**.

Event Start:
Fri Jun 28 2019  11:00 am

Event End:
Fri Jun 28 2019 12:00 pm

The event begins and ends on the **same day**.

Additional Time

Does this event require additional time before the event? **Yes** **No**

Setup: 0 Days 1 Hours 0 Minutes

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: **10:00 am**

Does this event require additional time after the event? **Yes** **No**

Post-Event: 0 Days 1 Hours 0 Minutes

Takedown: 0 Days 1 Hours 0 Minutes

Reservation End: **1:00 pm**

Cancel **Save**

6. Finally, on the “Select REQUIREMENTS for this event.” page, in addition to any other requirements, check the “Is Video Recording or Live Streaming required? - Describe” checkbox. In the comments, specify if one or both services are desired.

Select REQUIREMENTS for this event.

Is Audio/Video equipment required? - Describe needs
Comments:

Is Computer/Video Conferencing support required? (8-5 M-F Only)
Comments:

Is table/chair/furniture set up required? - Describe needs
Comments:

Is this an 'Off campus' event?
Comments:

Is this event outside of normal business hours? (8-5:00pm M-F)
Comments:

Is Video Recording or Live Streaming required? - Describe
Comments:

7. Once the event is saved and submitted, Instructional Technology and Design will be notified. If the event can be accommodated, a chargeback estimate will be sent for approval at which point the requested services will be booked.

Recording and Live Streaming: Costs

Live streaming and recording services are available to EWU for most events. Costs for services are charged on a cost-recovery basis as follows:

Recording Only:

- \$36/hr – Media Specialist
- One hour setup time plus recording and editing time. Approximately 4 hours of editing time per hour of recording. More complex setups may involve more editing time.
- \$40 flat – Equipment Fee

With Live Streaming:

- The above costs, plus...
- \$57/hr – IT Specialist
- 1/2-hour minimum for setup. Additional time required for chat moderation or more complex setups.

Services can be reserved through Event Planning when setting up an event through 25Live (calendar.ewu.edu). For further information, please contact instructionaltech@ewu.edu or call (509) 359-6656.