

The Confirmation Template Details Tab

CONFIRMATION TEMPLATE ✕

Details Options History

Name

Email (Optional)

BCC When Emailing Confirmations

Title (Optional)

Report Type

Address1 (Optional)

City (Optional)

State (Optional)

Zip Code (Optional)

Phone (Optional)

Save
Cancel



Facility Use Agreement
 2121 Park Drive
 Greenwood Village CO 80547
 303-221-2121
 scheduling@events.com

Confirmation

Event: M7440

Organization	Event Name	Att.
Auxiliary Services 1467 Reed Drive Manhattan KS 66502	CPR Training	31

Contact	Type	Email	Phone
Billy Smalls	Primary	Billsmalls@gmail.com	

Event Description
 Class held each week for supervisors and above.

Welcome to the University of Augusta

**The doors to the room(s) will be unlocked upon your arrival. When your event is completed, please contact Todd Squires at (303) 741-7747 to have the room(s) secured so that we may clean the room before the next scheduled event.*

Notes:

American Heart Association will be providing handouts.
 Instructor dropping them off with Todd on Friday the 24th.

Qty.	Resource	Price	Amount
Mon, May 27, 2024 9:30 AM - 11:30 AM Anderson Hall, Hawthorn Conference Room			Confirmed
Customer Access Time: 9:15 AM Setup Start Time: 8:45 AM Teardown End Time: 12:00 PM			
	Room Charge	2 hr. at \$50.00/hour	\$100.00
Room Setup Hollow Square for 10			
Notes need extra chairs at front of room			
Catering			
1	Coffee Service	\$25.00/unit	\$25.00
10	Continental Breakfast	\$12.99/unit	\$129.90
Assorted pastries, yogurt, sliced fruit coffee and tea.			
AV			
1	Laptop	\$15.00/unit	\$15.00
Tue, May 28, 2024 9:30 AM - 11:30 AM Anderson Hall, Hawthorn Conference Room			Confirmed
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Details Options History

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Address1 (Optional)

2121 Park Drive

Email (Optional)

scheduling@events.com

City (Optional)

Greenwood Village

BCC When Emailing Confirmations

State (Optional)

CO

Title (Optional)

FUA

Zip Code (Optional)

80547

Report type

Confirmation

Phone (Optional)

303-221-2121

Save

Cancel



Facility Use Agreement

2121 Park Drive
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303-221-2121
scheduling@events.com

FUA

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1	Laptop	\$15.00/unit	\$15.00
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Title, continued

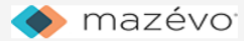
CPR Training FUA (M7440)



Mazevo Demo - Wendy <notifications@mymazevo.com>
To Wendy Newlon

Reply Reply All

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Mazevo Demo - Wendy
FUA

Event Name: CPR Training
Organization: Auxiliary Services
Contact: Billy Smalls

Event Number: [M7440](#)

Date/Time	Location	Status
May 27, 2024 9:30 AM - 11:30 AM	Anderson Hall, Hawthorn Conference Room	Confirmed
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[VIEW FUA](#)

Messages

Confirmation Template
Facility Use Agreement/FUA

Header Messages
Footer Messages

Directions
Header
Thank You

Footer

Send... Copy Link Create PDF

mazévo

Facility Use Agreement
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FUA
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Notes

need extra chairs at front of room

Catering

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Assorted pastries, yogurt, sliced fruit coffee and tea.

AV

1	Laptop
---	--------

Subtotal	\$794.70
Service Charge	\$46.47
Service Charge	\$72.87
Total	\$914.04
Room Charge	\$300.00
AV	\$30.00
Catering	\$464.70

Thank you for hosting your event at our facility!

Options Tab

CONFIRMATION TEMPLATE ✕

Details **Options** History

Show Organization Address

Include Room Charges

Hide Pricing

Show Service Provider Totals

Show Setup And Teardown Times

Show Attendance

Show Event Description

Limit Deposits

Invoicing Department:

Billing Department ▾

Service Providers

Catering ✕ Equipment ✕ Furniture ✕ ✕

Save

Cancel



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Event: M7440

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Invoicing Department:
 Billing Department

Service Providers
 Catering × Equipment × Furniture ×

Save Cancel

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CONFIRMATION TEMPLATE



Details

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- Show Attendance
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- Limit Deposits

Invoicing Department:

Billing Department ▼

Service Providers

Catering ✕ Equipment ✕ Furniture ✕ ✕

Save

Cancel

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Billing Department ▼

Service Providers
Catering ✕ Equipment ✕ Furniture ✕ ✕

Save Cancel

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Invoicing Department:
Billing Department

Service Providers
Catering × Equipment × Furniture ×

Save Cancel



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Service Providers
Catering ✕ Equipment ✕ Furniture ✕ ✕

Save Cancel



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Welcome to the University of Augusta

Event: M7440 - CPR Training ▲

Attendance: 31 people [Change](#) [Lock Event](#)

Description: Class held each week for supervisors and above.

Event Email Address: wendemo.M7440@mymazevo.com

Organization: Auxiliary Services, Billy Smalls, Primary ▾

Bookings Resources 2 Event Notes Messaging Approvals Event Questions Invoicing Docum

Search for a booking Add Bookings

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Start Date (3)	Start ...	End Ti...	Event Type
<input checked="" type="checkbox"/>	Mon 5/27/24	< 9:00 AM	11:30 AM	Training
<input checked="" type="checkbox"/>	Tue 5/28/24	< 9:00 AM	11:30 AM	Training
<input checked="" type="checkbox"/>	Wed 5/29/24	< 9:00 AM	11:30 AM	Training



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Confirmation

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- Show Event Description
- Limit Deposits

Invoicing Department:

Billing Department

Service Providers

Catering x Equipment x Furniture x

Save

Cancel

Event Planner

ADD NEW EVENT

WHO: Auxiliary Services, Billy Smalls

WHEN: 11:30 AM to 12:30 PM - Wed May 29, 2024 to Fri May 31, 2024

WHERE: Kasem Conference Room

WHAT

EVENT INFORMATION

Event Name

CPR Training

Event Type (Optional)

Training

Event Description (Optional)

Event Coordinators (Optional)

Private Event

VIP Event

Book Room

BILLING

Pricing Plan (Optional)

--

Apply Taxes

Apply Service Charges

Billing Code

Billing Code

Requester

⚠ If you need assistance creating a request for space or questions about your event, please contact

ADD NEW REQUEST

EVENT INFORMATION

Event Name (Required)

CPR Training

Event Description (Optional)

Organization (Optional)

Auxiliary Services

Number Of People

10

people

Cancel

Next >

Event Notes

Event: M7440 - CPR Training ▲

Attendance: 31 people [Change](#) [Lock Event](#)

Description: Class held each week for supervisors and above.

Event Email Address: wendemo.M7440@mymazevo.com

Organization: Auxiliary Services, Billy Smalls, Primary ▼

Bookings Resources **2** Event Notes Messaging Approvals Event Questions Invoicing Documents **7** Tasks **1** Emails

[Add Note](#)

Notes	Print On Confirma...	Date Created	Created By	Remove
Customer has this event every year.	No	Wed 5/22/24 9:48 ...	Wendy Newlon	
American Heart Association will be providing handouts. Instr...	Yes	Wed 5/22/24 9:46 ...	Wendy Newlon	



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Room Diagram



⚠ If you need assistance creating a request for space or questions about your event, please contact Event Services at ES@edu.edu or 878-098-7654.

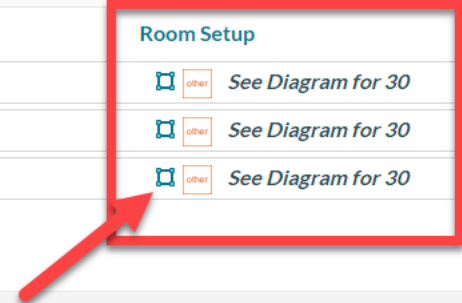
Event: M7440 - CPR Training
Organization: Auxiliary Services, Billy Smalls, Primary

Search for a booking

Add Bookings

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Start Date (3)	Start ...	End Ti...	Event Type	Building	Room	Room Setup
<input type="checkbox"/>	Mon 5/27/24	< 8:45 AM	11:30 AM	Training	Anderson Hall	Hawthorn Conference Room	other See Diagram for 30
<input type="checkbox"/>	Tue 5/28/24	< 8:45 AM	11:30 AM	Training	Anderson Hall	Hawthorn Conference Room	other See Diagram for 30
<input type="checkbox"/>	Wed 5/29/24	< 8:45 AM	11:30 AM	Training	Anderson Hall	Hawthorn Conference Room	other See Diagram for 30





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wnewlon123@gmail.com

FUA

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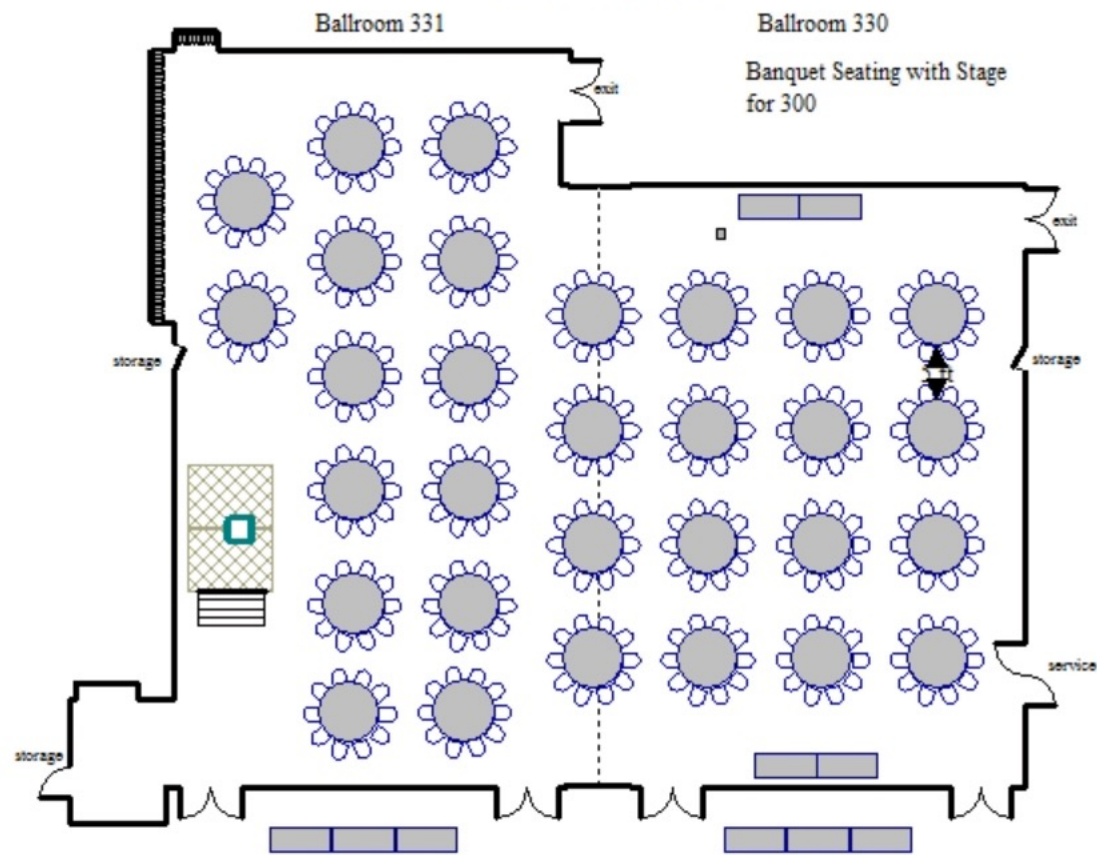
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Grand Ballroom



A few words about BRANDING....


mazévo  Mazevo Demo - Wendy

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ACCOUNT SETTINGS

Settings | Emails

Public Calendar Link: [View](#)

LOGO
 [Change Logo](#) [Remove Logo](#)

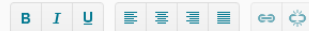

PRIMARY COLOR

Reply Email For Account Maintenance (i.e. Forgot Password)

Alert Message

Request Account Notes Label i.e. "Which Organizations are you with?"

Requester Support Message

B I U  Paragraph **A** 

Please contact Sarah at 402-898-9999 if you have problems putting in a Request.

And a few *more* words about Messages....

The screenshot shows a 'Settings' page for 'MESSAGES'. The main area contains a table with columns for Message, Message Text, Type, and Remove. A modal dialog titled 'MESSAGE' is open, showing the 'Details' tab. The dialog has fields for Name (set to 'Header'), Message Text (with a rich text editor containing a welcome message and a link), and Type (set to 'Confirmation Header'). There are also checkboxes for 'Automatically Apply Message To New Confirmations' (checked) and 'Disabled' (unchecked). 'Save' and 'Cancel' buttons are at the bottom.

Message	Message Text	Type	Remove
Body	Welcome to the Uni...	Email Body	
Body II	Please click the "Vie...	Email Body	
Directions	here are some words	Confirmation Header	
Footer	Thank you for hosti...	Confirmation Footer	
Header	Welcome to the Uni...	Confirmation Header	
Thank You	Thank you for hosti...	Confirmation Header	

MESSAGE

Details History

Name
Header

Message Text

B I U

Welcome to the University of Augusta!

**The doors to the room(s) will be unlocked upon your arrival. When your event is completed, please contact Todd Squires at (303) 741-7747 to have the room(s) secured so that we may clean the room before the next scheduled event. Click [here](#) for a campus map.*

Type
Confirmation Header

Automatically Apply Message To New Confirmations
 Disabled

Save Cancel

MESSAGE ✕

Details History

Name

Header

Message

B

Welc

Text

here

Title

Map

Open link in new window

Confirm

Insert Cancel

Automatically Apply Message To New Confirmations

Disabled

Save Cancel

Insert link ✕

Web address

tate.edu/social-justice-thru-the-arts/map-and-directions

Text

here

Title

Map

Open link in new window

Insert Cancel



Facility Use Agreement

2121 Park Drive
Greenwood Village CO 80547
303-221-2121
wnewlon123@gmail.com

FUA

Event: M7440

Organization	Event Name	Att.
Auxiliary Services 1467 Reed Drive Manhattan KS 66502	CPR Training	31

Contact	Type	Email	Phone
Billy Smalls	Primary	Billsmalls@gmail.com	

Event Description
Class held each week for supervisors and above.

Welcome to the University of Augusta!

**The doors to the room(s) will be unlocked upon your arrival. When your event is completed, please contact Todd have the room(s) secured so that we may clean the room before the next scheduled event. Click [here](#) for a camp*

Notes:

American Heart Association will be providing handouts.
Instructor dropping them off with Todd on Friday the 24th.



Qty. Resource

Mon, May 27, 2024 9:30 AM - 11:30 AM Anderson Hall, Hawthorn Conference Room

CAMPUS MAP & PARKING

MARIAN H. ROCHELLE GATEWAY CENTER

