	Requesting a School of Music Practice or Rehearsal	
CMU CENTRAL MICHIGAN UNIVERSITY	**Effective Date: 2/4/2026**	**Author: Event Planning & Space Reservations Team**

PURPOSE

This job aid provides instructions for submitting **School of Music Practices/Rehearsals** in 25Live using the Event Form.

This event "type" is intended for members of the School of Music only. Requests from others not affiliated with the School of Music may be denied.

Requests using **School of Music Practices/Rehearsals** event type will be processed by the Music department. Approvers within the School of Music will review and confirm these submissions.

25LIVE TARGET AUDIENCE

o   School of Music Faculty, Staff and Students

RELEVANT LINKS

25Live Dashboard

DEFINITION: SCHOOL OF MUSIC PRACTICES/REHEARSALS

Practices/Rehearsals are scheduled, instructional-related music activities intended for skill development, preparation, or refinement for students or authorized ensembles within the School of Music. Locations affiliated with the School of Music are designated with "MU-" prefix in the 25Live tool.

These activities are:
- Non-public and closed to general audiences
- Led or sponsored by School of Music faculty, staff, or approved student leaders
- Focused on preparation (e.g., ensemble rehearsal, sectional rehearsal, studio practice, coaching, dress rehearsal)

Practices/Rehearsals **do not** include:
- Public performances or concerts
- Ticketed or advertised events
- Non-music academic classes
- Meetings or social events
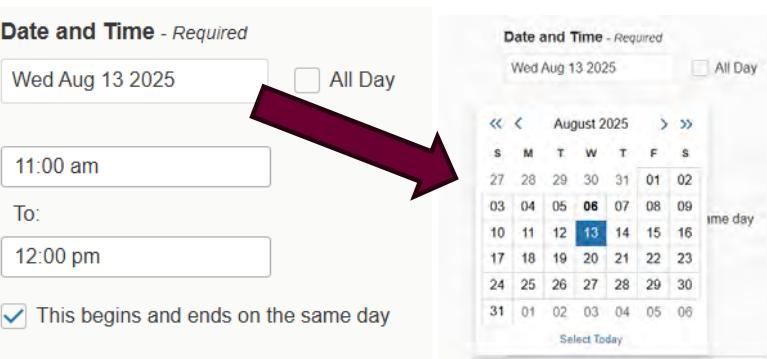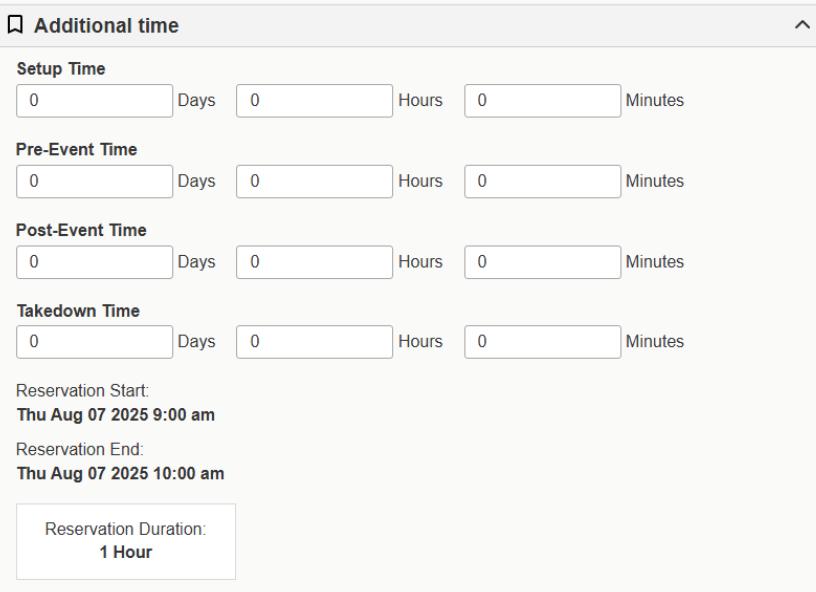
Use the **School of Music – Practices/Rehearsals** event type when requesting space for:
- Ensemble rehearsals
- Sectional rehearsals

- Studio or group practice sessions
- Dress rehearsals
- Coaching sessions

REQUEST STEPS

Step	Description

1.	Navigate to the 25Live dashboard and select an option to create a new event:
	
	    a. Create an Event button located in the middle of the display
	    b. Event Form option from the upper main menu displays

2.	In the Select Form Configuration field, ensure General User Form – Create (Default) is visible. Update using the drop-down menu selection on this field.
3.	Enter a descriptive name for the request in the **Event Name** field. Use a clear, consistent naming convention: o *Example: Wind Ensemble Rehearsal, Voice Studio Practice, String Quartet Sectional*
4.	Select the following **Event Type**. o **School of Music – Practices/Rehearsals**
5.	In the **Primary Organization (Billed)** field, select**:** o **Independent Student**
6.	Enter the **Expected Head Count** in the appropriate field. The 25Live tool will use this value to display rooms/venues that can accommodate the number of attendees.

7.	Enter the details of the needs in the **Event Description** field. Provide as much context as possible for the scheduling coordinators to interpret and respond to the request. The following may be helpful for the room approvers to understand and approve the request:
	
	    o Ensemble size
	    o Type of instruments
	    o Piano or percussion needs
	    o Recording or technology needs

Step	Description
8.	Enter the **Date and time** of your request. Click on the date presented in the field to activate a calendar to aid in selection.
9.	Use the optional **Additional time** section ONLY if time is required for set-up or tear-down activities for your needs. Note that the time is slotted for Days, Hours, and Minutes.
10.	Use the calendar or the **Repeating Pattern** button to select multiple occurrences for a regularly scheduled gathering. It may be helpful to return to this section after identifying a preferred

location to review if some occurrences need to be moved to a different preferred location, or if separate request submissions would be more applicable for where conflicts occur.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

« ‹   August 2025   › »

S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	**06**	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Manage Occurrences
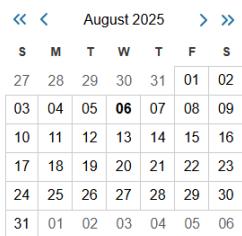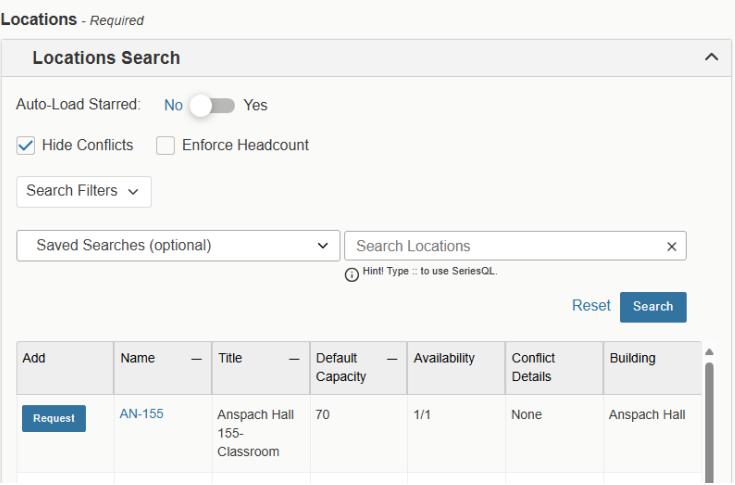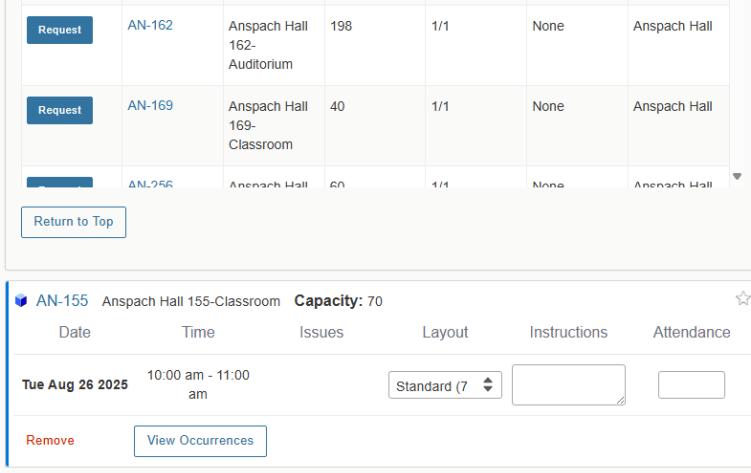
If using the calendar, click on the dates to be included – selected dates will appear as colored squares when active.

If using the Repeating Pattern button, make the appropriate selections in the fields and select the Select Pattern button to accept.

Pattern Picker   ×

Choose how you would like this to repeat Weekly ⬍
Repeats every
week ⬍
Repeats on
☐ Sun ☐ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat

◉ Repeats through
Wed Aug 13 2025

○ Ends after [1]   iterations

                                            Cancel   Select Pattern

The Manage Occurrences button can be used to review and remove dates that need to be adjusted before submission of the request.

All Date Occurrences   ×

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

[Include Only Missing Locations] [Include Only Missing Resources] [View Included] [+ Add Occurrence]

Include In Search	Dates	Times	Comment	State	Remove
☑	Wed Aug 13 2025	11:00 am 12:00 pm		Active ⬍	Remove
☑	Wed Aug 20 2025	11:00 am 12:00 pm		Active ⬍	Remove
☑	Wed Aug 27 2025	11:00 am 12:00 pm		Active ⬍	Remove
☑	Wed Sep 03 2025	11:00 am 12:00 pm		Active ⬍	Remove
☑	Wed Sep 10 2025	11:00 am 12:00 pm		Active ⬍	Remove
☑	Wed Sep 17 2025	11:00 am 12:00 pm		Active ⬍	Remove
☑	Wed Sep 24 2025	11:00 am 12:00 pm		Active ⬍	Remove

                                                              Close

Step	Description
11.	Search for and select your preferred **location**. --It is recommended to search for MUSIC is the Search Locations field to return only those locations available for use for School of Music – Practice/Rehearsal event type. **Locations that are already scheduled will not be visible to the requestor.** Choose the Request button for the location desired to select the room or space. Selected locations will appear in the list below the available options as shown in the image below. Additional functionality is also provided through this view to Remove a selection as well as the option to view additional occurrences of the dates when requesting a recurring event or meeting.
12.	SKIP the **RESOURCES** section.
13.	Provide information in the questions/fields present in the **Custom Attributes** section. This detail will assist the location approvers with processing your request.

Step	Description
14.	The **Additional Activities and Details** section is a required field. It is recommended to ensure all the necessary details are provided in the EVENT DETAILS field present earlier in the form and enter NONE in this field.
15.	Read and address the **affirmation statement**.
16.	Review all entries for accuracy. Select **Save** to route the request for approval.
17.	Communications: **After initial submission:** Requestors will receive an automatic reply email from the 25Live scheduling tool confirming initial submission. Review the email for accuracy and reach out to UEvents@cmich.edu with questions. A **confirmation** email will be sent from the 25Live tool when the request is finalized. CAUTION: Do not assume space is reserved until confirmation notification is received **If the request is denied**: Requests may be denied if the requested use of the room does not meet the School of Music guides, or if there are conflicts for the date/time requested. Requestors will receive an automated email from the 25Live tool. **If the request is cancelled**: In rare circumstances, a request may need to be cancelled due to a higher priority request – such as a graded class need, or the like. If a request is cancelled, the Requestor will receive an automated cancellation email with recommendations for the next steps. Please Note: Requestors may receive additional interim communications originating from the 25Live tool when additional details are needed, or when coordinated services are required for event support.

APPROVAL STEPS

Step	Description
1.	The submitted request will route to the Music approver group within 25Live. A member of this group will:

Step	Description

	• Review of the Practice/Rehearsal request for compliance with the School of Music guidelines
	• Assign the requested location or assist the requestor with modifying the location to an alternate appropriate location.
	• Assist with modifications to avoid scheduling conflicts.
	• And finally, confirm or deny the request in 25Live
	    a) If confirmed, an automated email will be sent to the requestor.
	    b) If denied, the Approver is requested to send communication via 25Live manual email with justification and details of next steps. (**An manual email template can be created for this use).

2.	Confirmation and Next Steps The 25Live tool will send an automated notification to the requestors when the location reservation is confirmed. This notification will serve as a booking contract and will include any rules that apply for use of the location.

VERSIONING

Version	Date	Who	Changes
1	1/30/2026	UTO Business Process Analyst	DRAFT
2	2/4/2026	Project Manager	Submitted to School of Music
3	2/6/2026	Project Manager	Uploaded to webpage