Adding Setup, Pre-Event, Post-Event, and/or Takedown Times to Events
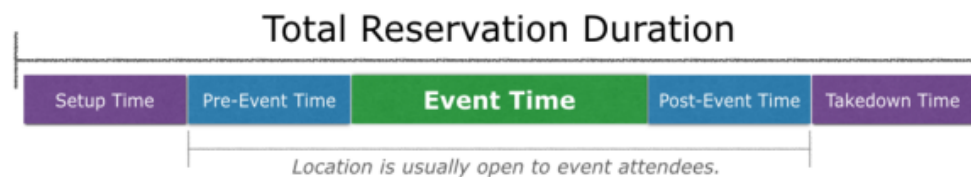
Setup/Takedown and Pre-Event/Post-Event times are not required when creating an event. These times are presented as a convenience to help plan for the extra time that events commonly need.

NOTES:

- For any events taking place in an Events & Conferences-managed location, the appropriate amount of setup and takedown time will be added for you. If you need additional time for your own needs, you may add pre-event and post-event time. When doing so, please indicate in the Comments box why you are adding this time.
- Setup and takedown time is not typically added to reservations for classrooms.

Options Overview

Setup, Pre-Event, Post-Event, and Takedown times occur in the following order, surrounding your event time:

Image: Order of Setup, Pre-Event, Post-Event, and Takedown times.

- **Setup Time:** This time is intended for setting up your event location, and the location is closed to event attendees during this time. Services such as catering, facilities, or AV use this time to prepare and set up for your event.

- **Pre-Event Time:** The location may be open during this time for attendees to take their seats and socialize, but the event has not officially begun. Or you may need this time to prepare your registration table, set place cards, or add other elements not being provided by one of the service providers.

- **Post-Event Time:** During this time, you might allow event attendees to gather their belongings, chat, and make their way out of the location. Or you may need this time to take down your registration table or collect any of the event items you brought to complete your event.

- **Takedown Time:** After attendees have left, this time is used for cleanup and for services such as catering, facilities, or AV to remove equipment and return the room to its regular state or begin preparing for another event.

These Times Are Added to Your Event's Total Time

As seen in the example pictured below, Setup, Pre-Event, Post-Event, and Takedown times are added to the Event Duration to create the total Reservation Duration time.

Image: Example of use of Setup, Pre-Event, Post-Event, and Takedown times.

For the 1 hour event in the above example, we have added:

- 30 minutes of Setup time
- 15 minutes of Pre-Event time
- 15 minutes of Post-Event time
- 30 minutes of Takedown time

After adding Setup, Pre-Event, Post-Event, and Takedown times, our 1.5-hour event now has a 3-hour Reservation Duration, as displayed in the right-hand column.

Adding Setup, Pre-Event, Post-Event, or Takedown Times

After you choose whether or not your event has more than one occurrence, you are ready to select event times and, optionally, add Setup, Pre-Event, Post-Event, and/or Takedown times.

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

Event Start:

Fri May 31 2019

3:00 pm

Event End:

Fri May 31 2019

4:00 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   0 ‡ Hours   0 ‡ Minutes

Pre-Event:

0 ‡ Days   0 ‡ Hours   30 ‡ Minutes

Reservation Start: **2:30 pm**

Does this event require additional time after the event?   ⦿ Yes   ○ No

Post-Event:

0 ‡ Days   0 ‡ Hours   10 ‡ Minutes

Takedown:

0 ‡ Days   0 ‡ Hours   0 ‡ Minutes

Reservation End: **4:10 pm**

Image: Adding Event Setup, Pre-event, Post-Event, and/or Takedown times.

1. Reveal the time section(s).

Choose **Yes** to toggle the display of times open. You have choices to enter days, hours, and/or minutes.

2. Add times.

Type in times or use the arrow buttons to choose values in any of the fields.

Notice that the total Reservation Duration displayed to the right changes as you add or subtract Setup, Pre-Event, Post-Event, and/or Takedown times. In addition, the Reservation Start time and Reservation End time are displayed below the time fields in each section.

Removing or Changing Setup, Pre-Event, Post-Event, and/or Takedown Times

Find the event you wish to edit the Setup, Pre-Event, Post-Event, and/or Takedown times for. Note that you can only edit your event when a location has not been assigned. Once a location has been assigned to your event, you will need to ask the space owner to edit these times for you. Or, if you are currently creating an event, use the back and next arrow buttons to return to the event times step (for quick access to the event times step, just click on the event time in the left-hand display of event information).

You can remove all Setup or Pre-Event times from your event by simply toggling the "Does this event require additional time...?" questions from Yes to **No**. Similarly, you can remove all Post-Event or Takedown times by toggling the question control in that section from Yes to **No**.

Image: Toggling the question about Setup, Pre-Event, Post-Event, or Takedown times from Yes to No removes those times.

To change the amount of time in any category, use the arrow buttons by the time fields to increase or decrease the values. You may also type in new time values. Changing both Setup and Pre-Event times to zero automatically toggles that section's question to No, and changing both Post-Event and Takedown times to zero does the same in that section.