Organization Guide
<u>eQuest</u>

eQuest is basically the space/room set-up portal for Columbus State University.

**Please note that eQuest is separate from Cougar Scheduler. Cougar Scheduler *or Astra Scheduler* only reserves the space. eQuest is to set-up the space.

All eQuest requests must be placed by your on-campus advisor, as they have the proper access to this portal via their MyCSU "staff" tab and are held responsible for all organizational gatherings. We ask that your advisor request for room/space needs AT LEAST 7 days in advance to ensure appropriate accommodations. This means there needs to be adequate communication from the organization to their advisor to meet this deadline.
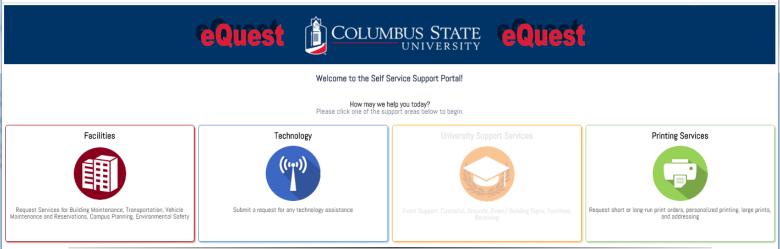
Things to inform your advisor about each event:
- Which campus is the event held on?
- What building is the event being held in?
- What room number?
- Description of your event needs:
    - How would you like the room set-up
    - How many tables do you need? (rectangle or round tables for 6 or 8 people)
    - How many chairs?
    - What are your audio-visual needs?
- What is the event name?
- What is the event start time?
- Who is the event sponsored by?
- Will you need the room unlocked?
- Do you need event set-up/what time?
- Do you need event break-down?
    - What time?
- What is the estimated event attendance?
- Is catering needed?
- Is linen needed for your event?
    - Quantity?
- Is audio-visual equipment needed?
    - Projector?
    - Podium?
    - Screen?
    - Sound System?
    - Sound Technician?
- Is transportation needed?
- Do you need signs for your event?
- Do you need Security for your event?

For any questions regarding eQuests, please contact University Support Services:
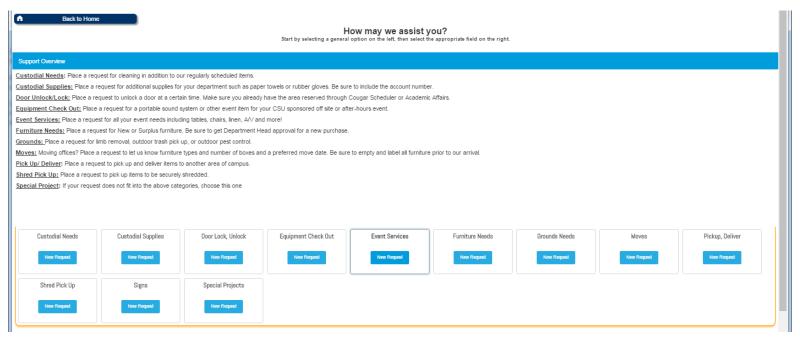***706-507-8203 or by email: logistics@columbusstate.edu***

Advisor Guide

- Organization account information.

Once in the eQuest Portal from your staff tab, you will see your options displayed like below:

Click on the highlighted box, "University Support Service". This will direct you to a more refined search page. For all event needs, select "Event Services".

Once in the Event Services Tab, you will need to answer the following questions:

- Which campus is the event held on?
- What building is the event being held in?
- What room number?
- Description of your event needs
  - How would you like the room set-up
  - How many tables do you need?
  - How many chairs?

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Advisor Guide (continued)

- o What are your audio-visual needs?
- What is the event name?
- What is the event start time?
- Who is the event sponsored by?
- Will you need the room unlocked?
- Do you need event set-up/what time?
- Do you need event break-down?
  - o What time?
- What is the estimated event attendance?
- Is catering needed?
- Is linen needed for your event?
  - o Quantity?
- Is audio-visual equipment needed?
  - o Projector?
  - o Podium?
  - o Screen?
  - o Sound System?
  - o Sound Technician?
- Is transportation needed?
- Do you need signs for your event?
- Do you need Security for your event?
- Organization account information.

The questionnaire page will look like this:

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