

Centralized Event Scheduling Saves Time and Resources

Using R25



Inside

The University of Richmond

Richmond, Virginia

Products:

R25[®] Scheduling System,
R25 WebViewer Master Calendar



Number of Events:

20,000 a year and growing

Why R25?

“We did not have an effective method of communication about event scheduling, which was why we went the direction of R25 and also creating the clearinghouse.” — Michele Whiteside, Events and Technology Manager for University Services

The Savings:

“I think mostly it’s saved time and saved resources—we don’t have all those same problems arranging the last minute events that require effective, reliable communication to make them happen. For example, we save on having to hire police to direct traffic because we can pinpoint bad days and can actually schedule an officer in advance to help with parking.”

— Michele Whiteside

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Profile

The University of Richmond has been using R25 to schedule events since 1999. Nowadays, the University is host to more than 20,000 special events a year and expects this number to grow. Successful management of this impressive taskload means using the university’s space and other resources wisely and providing the appropriate support for every event. To accomplish these goals, the University has

centralized the approval and coordination of all events that are not academic classes. The result is a “one-stop shopping” approach to ensure every campus event planner gets all the information and assistance needed to make every event a success.

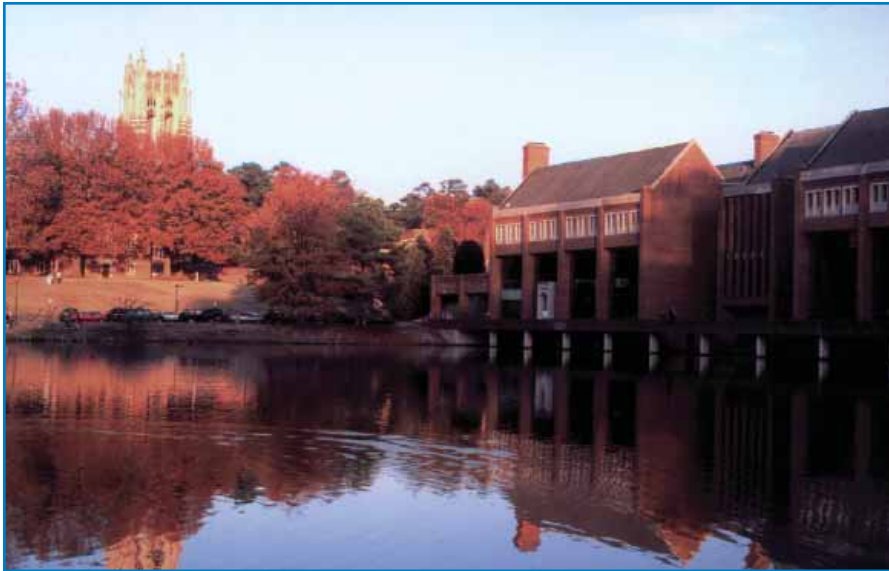
Problem

There was a time at the University of Richmond when scheduling events meant using an MS-DOS system (no graphical user interface!) and a big book. Only the Events Office and the Conference Center were in the system. Other schedulers—including the Law School, the Arts Center, and so on — would send their monthly calendars to the Events Office. The Athletics Office sent a schedule of games only. Predictably, changes would occur the minute the Events Office had entered what was already old information into the system.

Solution

Key to the University of Richmond’s centralized approach is R25, and the clearinghouse policy that mandates a single process for all non-academic events. As a member of CollegeNET’s focus group for the development of R25 version 3.0, Michele Whiteside has been a pivotal player in harnessing the power of R25 to manage and coordinate events scheduling and automated notifications to handle the need for:





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- Location availability
- Availability of required staff, services, and equipment
- Information on requirements for security, alcohol, and insurance
- Signage
- Parking and traffic control
- Identification of events already planned that might detract from an event (imagine a dog show next door to a baking competition!)

Benefits

- Saved time and saved resources
- Ability to handle more events (1900 events in February, 2003, versus 1600 in February, 2002), with their potential for increased revenues
- A single events database that provides reliable statistics, so schedulers can plan more events with greater confidence

Want to know more?

To discuss your challenges in the areas of class and special event management and the ways your scheduling offices might save time and money, and improve efficiency, call 503.973.5200 or email sales@collegenet.com.

