From: Mays, Michael
To: Pruitt, Shirley J
Cc: Andersen, Ca; Slovarp, Randy L; Brumbaugh, Aaron J
Subject: RE: Three Rivers Writers" Festival (2019-AGQJXR)
Date: Monday, September 09, 2019 12:37:51 PM

Hi Shirley,

Thanks for this information. I was afraid if I left the status as "draft" it wouldn't move along and would remain with me waiting for me to come back to it. The system isn't especially intuitive, at least for me. But I'll know better the next time, so thank you.

Plan B is good also. The auditorium and one classroom with the common space outside the auditorium is perfect.

Thank you!
Mike

Michael Mays
Professor of English and Director, Hanford History Project
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From: Pruitt, Shirley J <shirley.pruitt@wsu.edu>
Sent: Monday, September 09, 2019 12:33 PM
To: Mays, Michael <michael.mays@wsu.edu>
Cc: Andersen, Ca <ca.andersen@wsu.edu>; Slovarp, Randy L <randy.slovarp@wsu.edu>; Brumbaugh, Aaron J <brumbau@wsu.edu>; Pruitt, Shirley J <shirley.pruitt@wsu.edu>
Subject: RE: Three Rivers Writers' Festival (2019-AGQJXR)

Mike,

Great job on creating and submitting the request for this. However, I should have let you know that, even though 25Live will let you "Confirm" event, it is best if you do not, as those are not picked up in my query, therefore I am not aware of them.

If you would please just leave them in Draft, even for the Gallery if there are resources assigned, I would appreciate it. This is especially important when there are Resources attached to the events, as 25Live does not automatically notify the individuals who assign the resources to their staff, but I do when I review all of the Drafts that have recently been submitted. The exception would be for the Gallery, only if you do not need any "resources", i.e. tables/chairs; A/V equipment; or if you are NOT serving food. Please save these as

"tentative".

Also, just an FYI that we do not re-configure the desks and chairs in the classrooms, there we will not be able to accommodate your request regarding Floyd 252 "Theatre-style setup preferred with folding chairs only."

An alternative would be to move this event to the East building, using the Auditorium (East 266), one classroom (East 208), and in place of the Floyd Atrium, the East Lobby, which would accommodate the requested tables for displaying books and serving food.

Please let me know if this change is acceptable for your event, and I will get the changes made, or you can edit the event yourself, change it back to "draft", and save.

Thank you,

Shirley Pruitt
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Washington State University Tri-Cities
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From: W Mays [mailto:michael.mays@wsu.edu]
Sent: Monday, September 09, 2019 11:15 AM
To: Kincaid, Jenny L <jenny.kincaid@wsu.edu>; Carr, Jonathan Paul <jpcarr@wsu.edu>; Fassler, David Allen <dfassler@wsu.edu>; Trosine, Jason P <jason.trosine@wsu.edu>; Mays, Michael <michael.mays@wsu.edu>; Brumbaugh, Aaron J <brumbau@wsu.edu>; Tomren, Scott Christopher <stomren@wsu.edu>; Lentz, Cathy <lentzc@wsu.edu>; Points, Julie K <points@wsu.edu>; Slovarp, Randy L <randy.slovarp@wsu.edu>; Rhoads, Chris <crhoads@wsu.edu>; Spokane Scheduling <spokane.schedule@wsu.edu>; Backes, Richard <backes@wsu.edu>; Andersen, Ca <ca.andersen@wsu.edu>; ro.events.scheduling <ro.eventscheduling@wsu.edu>; Westermann, Jennifer K <jenny.westermann@wsu.edu>; Pruitt, Shirley J <shirley.pruitt@wsu.edu>; Fraser, Scott <sfraser@wsu.edu>; Logue, Janessa M <janessa.logue@wsu.edu>; Wing, Melissa L <wingm@wsu.edu>; Ealy-Marroquin, Karla Eileen <ealy@wsu.edu>; Freuden, Jill Nielsen <jill.freuden@wsu.edu>; Gardner-Andrews, Jillian Rache <j.gardner-andrews@wsu.edu>; default@changeme.com; Zalubil, Lydia <lzalubil@wsu.edu>; Grosser, Natalie <n.grosser@wsu.edu>; Collins, Sheree <collism@wsu.edu>; Freeman, Dawn Marie <dmfreeman@wsu.edu>; Dutton, Marypat <marypat.dutton@wsu.edu>; Reems, Terry <terry.reems@wsu.edu>; Lunstad, Jana Kay <janakay.lunstad@wsu.edu>

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Three Rivers Writers' Festival (View in 25Live)