

Colleagues,

Streamlining event scheduling and management has been one of the Sustaining Excellence priorities. To that end, after a full RFP process and vetting by colleagues from across campus, we have decided to move forward with 25Live for all event and classroom scheduling. 25live will allow us to move from multiple different event management and classroom scheduling solutions to one unified campus solution. Administration of the 25Live software will be handled by the Office of the Registrar and the Office of Events and Conferences.

While implementation of this new product is just beginning, it is important for us to begin setting up the framework for the way our campus will operate for events and conferences in all of our campus buildings moving forward. After review by the Executive Cabinet, the Office of Events and Conferences will manage classrooms, meeting rooms, conference rooms, and other event spaces for the summer. Classrooms used for the purpose of Xavier academic courses will continue to take priority and be scheduled by the Office of the Registrar. Faculty and staff can reference [this](#) document for step-by-step instructions on our procedures for the management of events and conferences.

As we streamline our processes, this decision is critical to assist with the successful implementation of 25Live and to free resources for effective use of our campus spaces. Similar to the philosophy of centralization of our events and conferences, any associated revenue will also be centralized. The Office of Events and Conferences will continue to be in close contact with Building Coordinators and space managers to ensure effective staffing, support, and administration of the space in which individuals or offices manage. This process has largely already begun this summer with effective relationships with RecSports, the Gallagher Student Center, the Office of the Registrar, and several academic departments, and colleges.

As we move into the Fall Semester, we recognize that individual departments, and offices will need to continue to utilize their current event and classroom scheduling software, however, the Office of Events and Conferences may be in contact with those individuals that manage space to make reservations for both key internal and external groups.

In the coming weeks and months, our campus community, particularly those who manage meeting rooms, department classrooms, conference rooms, etc., will be called on to provide insight and feedback to ensure a successful implementation of 25Live. The implementation team will continue to update the campus community on our progress, provide detailed training based on user groups, and ensure faculty, staff, and students are prepared for the full launch of 25Live in 2026.

I appreciate your willingness to support the Office of Events and Conferences as we continue to centralize our campus operations and streamline our collective processes.



Greg Christopher
Vice President for Institutional Strategy and Director of Athletics