Booking a Space in WesNest

Office of Student Involvement
Involvement@Wesleyan.edu
Who can Book Space?

- Only Primary Contacts and Event Coordinators are able to book space in WesNest
Step One:

- Log into WesNest, go to the drop-down menu where you will see a list of your memberships. Scroll down to the organization that you’re booking the event under, click on the gear button, then select events.
Step Two:

• If you are an event coordinator, you will see the create event button.
Step Four

- This form will take you through a series of questions that will allow you to book a space, and request service orders/event needs. Start by beginning to fill out your event details. Please remember to include an accurate description of your event.
Step Five

• You will use WesNest to book your space. When you get to the time and place section, select “Add Reservation Request”
Step Six

• Select the date and time of your event, then select “Browse Available Rooms”. Please note, you have to be within the 432 hour (14 business day) booking timeframe. Also, please note the time frames for booking events with performers, or events with needs. All these timeframes vary and can impact your event approval.
Step Seven

- You will be taken to the available rooms page. On this page, you will be able to use filters to narrow down available rooms and find the available rooms that fit your needs.
Step Eight

- Once you use the filters, a list of available rooms will appear. You can select the room you want from this list. In this example Memorial Chapel will be selected.
Step Nine

- Click “Add Request to Event”
Step Ten

- You will then be taken through the rest of the event process and will need to answer a series of questions. Make sure to hit next at the end of each page. Below are some examples of pages you will need to fill out.
Step Eleven

• Once you answer all the questions in the event process you will see this screen. This DOES NOT mean your space or event is approved.
Step Twelve

• You will be taken to a page where you can review the information you submitted. On this page you will hit the SUBMIT button. This DOES NOT mean your event or space is approved/confirmed.
• You will see this screen after you hit submit. Again, this DOES NOT mean your event or space is confirmed.
Step Thirteen

- Once WesNest checks for room availability, you will be taken to this page. Your event will say UNAPPROVED, until it has been approved by a full-time staff person in the Office of Student Involvement. Please note, the approval process can take a while and will depend on the complexity of your event (ex. Events with contracts, Furniture, Staging, A/V needs). It is important that you submit your events early. Also, please note, Beyonce is NOT coming to campus to perform, those are just test events.
Things to Remember

• All student group event and meeting requests must be submitted through WesNest. Individual student study rooms will still be submitted through room request in your WesPortal.

• Events must be submitted 14 business days in advance.

• The person filling out the space request must be listed as an Event Coordinator OR the Primary Contact for your group. *You can have multiple Event Coordinators.

• Your event is NOT confirmed until you see the event status changed to approved and you get a confirmation email.

• The person who submits the event through WesNest will be notified.

• If you’re having any issues, please feel free to email us at involvement@Wesleyan.edu or stop by our office in Usdan.