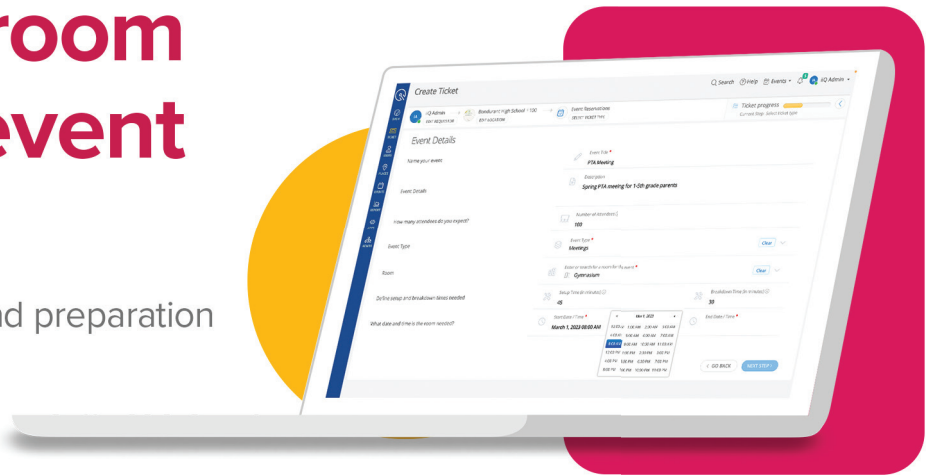


Manage K-12 room booking and event reservations.

Manage reservations, approvals, and preparation tasks, with a solution designed for K-12 event workflows.



Event Details

Room: Selected room for this event
Main cafeteria

Event Type: **Book Fair** Clear

What date and time is the room needed?
 Start Date / Time: **2023-01-31 02:00 PM** End Date / Time: **2023-01-31 04:45 PM**

Name your event:
Event Title: **Spring Book Fair**

Event Details:
Description: **This is the spring book fair for all elementary school students.**

How many attendees do you expect?
Number of Attendees: **300**







Define setup and breakdown times needed:
 Setup Time (in minute...): **60** Breakdown Time (in ...): **60**

Provide staff with easy-to-use event request forms.

iiQ Events allows school districts to set up reservation request workflows that are data-rich and easy-to-use. Users select from a list of available locations, specify the time the location is needed, and input any additional needs using flexible, tailored reservation forms.

Get the go-ahead with single or multi-stage event approvals.

Easily get event reservation requests to the right place for approval. Automatic workflows send event requests to relevant individuals or teams, key stakeholders stay informed, and events get the green light to move forward.

Event Name	Event Date	Event Status
 Parent Teacher Conferences  Parent/Teacher Conference	January 24, 2023 3:00 PM - 4:00 PM	Approved
 January Parent - Teacher Conference  Parent/Teacher Conference	January 24, 2023 8:00 AM - 11:00 AM	Pending
 Apple Middle Basketball Opening Day  Athletic Event	January 20, 2023 4:00 PM - 8:00 PM	Approved



Be ready for the big day with event preparation workflows.

Getting ready for an event isn't a one-step process. With iiQ Events, ensure that everything is ready on the day of an event by creating workflows that assign preparation tasks to the appropriate teams.

Combine iiQ Events with iiQ Facilities for comprehensive building management.



Manage maintenance tasks, preventative upkeep, and stay in sync on upcoming events. Combining iiQ Events with iiQ Facilities gives your building team a complete toolkit to stay on top of building operations.

“ Incident IQ has really helped us. It's one of the best products I've seen. ”

DANIEL DOMAIN
Venus Independent School District

Discover the complete Incident IQ platform:

A suite of support tools that help K-12 IT teams get more done.



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Modern asset management tools that power student device management in schools nationwide.




iiQ Ticketing™

The help desk solution that K-12 districts use to easily and intelligently manage help requests.



iiQ Facilities™

Powerful, straightforward work order tools built for K-12 maintenance teams.



HR Service Delivery™

Manage district onboarding, form creation, HR requests, and more.